



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

<b>School:</b>			
<b>Headteacher:</b>	<i>Kate Baptiste</i>	<b>Persons undertaking the assessment:</b>	Headteacher – Kate Baptiste Office Manager– Catherine Nolan
<b>Work Activity being assessed:</b>	Risk Assessment for Schools in response to Coronavirus	<b>Risk Assessment Number:</b>	<i>04</i>
<b>Date of assessment:</b>	<i>24<sup>th</sup> August 2020</i>	<b>Date of next review:</b>	<i>8<sup>th</sup> September 2020</i>

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p><b>SCOPE OF OPERATION (description of tasks being undertaken):</b> <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 guidance, before schools return full-time from the beginning of the Autumn term.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Separate guidance is available for early years, further education colleges and for special schools.</p> <p><b>What you should do</b></p> <p>The current Risk Assessment must be updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration should be given to the additional risks and control measures so as to enable a return to full capacity in the Autumn term.</p>	<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p><a href="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">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</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p> <p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p>

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<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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>
<p>Reference should be made to the various guidance documents available from GOV.UK as on the left-hand side of this document.</p> <p>The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required.</p> <p>Please note that when using this model template comments on hazards and control measures can be amended, deleted or added to depending on the individual school setting.</p> <p>It is a model that you can use as is or use to verify if you are using another preferred format.</p>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p><a href="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">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</a></p>

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<p><b>LOCATION:</b></p> <p><i>St Monica's Catholic Primary School, Cannon Road, London N14 7HE</i></p>	<p><a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</a></p>
<p><b>WHEN DOES THE ACTIVITY TAKE PLACE</b> <i>(early hours, during normal hours, after 6pm or at weekends)</i></p> <p>Normal school day – 9.00am – 3.15pm (staggered start times 8.50am – 9.15am and pick-up times 2.50pm – 3.15pm)</p> <p>Extended care – 7.30am – 8.50am (breakfast served) and 3.15pm – 6.00pm (light meal served)</p>	<p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a></p> <p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk">https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a></p>

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	<p><a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a></p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p> <p><a href="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">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</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>
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	<p><a href="#"><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></a></p> <p><a href="#"><u>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</u></a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/"><u>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</u></a></p>
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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	Pupils, staff, cleaners, catering staff and all visitors to the school	<ul style="list-style-type: none"> <li>▪ Usual premises checks</li> <li>▪ Water treatments/checks</li> <li>▪ Fire alarm testing</li> <li>▪ Repairs</li> <li>▪ Grass/hedge cutting</li> <li>▪ Portable appliances</li> <li>▪ Fridges/freezer</li> <li>▪ Boiler/heating services</li> <li>▪ Internet/telephone services</li> <li>▪ Desks re-arranged to allow pupils to sit side by side and face forward</li> <li>▪ Removal of soft toys, furnishings and any unnecessary items from classrooms</li> <li>▪ Social distancing markings, signage etc</li> <li>▪ Emergency routes and signage</li> <li>▪ Annual calendar of events reviewed and all school trips and in-school workshops for the autumn term cancelled</li> <li>▪ All lettings cancelled until further notice</li> <li>▪ Staffing briefings</li> <li>▪ Communications to parents advising of any amendments to arrangements</li> </ul>	Continuous inspection of the premises	Headteacher Office Manager Site Manager	Ongoing	
Safeguarding – issue arises when there are staff shortages	Pupils and staff	<ul style="list-style-type: none"> <li>▪ DSL always on site</li> <li>▪ Member of SMT, office staff and site manager always on site</li> <li>▪ SMT allocated to gates at start and end of day</li> <li>▪ Child protection procedures remain in place and any causes of concern are raised</li> <li>▪ All members of staff have first aid training</li> </ul>	If DSL is not on site, they can be contacted to raise concerns. If all DSLs are unwell then contact another school or	Headteacher SMT	Ongoing	

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		<ul style="list-style-type: none"> <li>▪ All behaviours that are challenging should be managed using the school’s behaviour policy</li> <li>▪ Staff and pupil individual Risk Assessments (children with EHCP) should be completed</li> </ul>	<p>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>			
Access and egress –	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> <li>▪ To avoid large numbers of children and parents gathering at the school gate, all three entrances to the school will be used and arrival times and collection times will be staggered. This will be done by surname.</li> <li>- A, B &amp; C – 8.50am &amp; 2.50pm parish car park gate</li> <li>- D, E, F &amp; G – 8.55am &amp; 2.55pm main entrance</li> <li>- H, I, J, K &amp; L - 9.00am &amp; 3.00pm parish car park gate</li> <li>- M, N &amp; O – 9.05am &amp; 3.05pm main entrance</li> <li>- P, Q, R &amp; S – 9.10am &amp; 3.10pm parish car park gate</li> <li>- T, U, V, W, X, Y &amp; Z – 9.15am – 3.15pm main entrance</li> <li>Reception children will use the gate by the site manager’s house as follows:</li> <li>- week commencing 21<sup>st</sup> September (half days)</li> <li><b>RG</b> (group A) 9.00am &amp; 11.50am and <b>RG</b> (group B) 1.00pm &amp; 3.05pm</li> <li><b>RY</b> (group A) 9.10am &amp; 12.00pm and <b>RY</b> (group B) 1.10pm &amp; 3.15pm</li> <li>- week commencing 28<sup>th</sup> September (full days)</li> </ul>	Staff members positioned at the gates and along the route to the classrooms to ensure children reach their classroom in an orderly fashion	Headteacher SMT Site Manager Teachers Support Staff	Ongoing	



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		<p><b>RG</b> 8.55am &amp; 3.05pm  <b>RY</b> 9.05am &amp; 3.15pm</p> <ul style="list-style-type: none"> <li>▪ Demarcation line at the gate between staff members and parents/child to avoid close contact</li> <li>▪ Staff will wait two metres away from the demarcation line</li> <li>▪ No child will be able to enter the school grounds before being admitted by a member of staff</li> <li>▪ Parents <b>will not</b> be allowed on site and only one parent encouraged to bring their child to school</li> <li>▪ Signage at entrance reminding people to keep two metres apart</li> <li>▪ If a pupil or member of staff wear face coverings when they arrive at school, they must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils &amp; staff), dispose of temporary face coverings in the covered bins or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</li> <li>▪ On entering the school building, children would wash their hands in their classroom with soap for 20 seconds</li> <li>▪ 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</li> </ul>				

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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
		the number of parents waiting and to facilitate social distancing				
School set up	Pupils and staff could catch covid-19 through close contact	<ul style="list-style-type: none"> <li>▪ Three new protective bubbles created: one will cover Years 5 &amp; 6, another Years 3 &amp; 4 and the third Years 1 &amp; 2 with Reception children joining them once they start</li> <li>▪ These bubbles will not mix with one another throughout the school day (i.e. playtime, assemblies or lunch)</li> <li>▪ Classrooms – desks will be placed side to side and front facing</li> <li>▪ Children will be encouraged to maintain social distancing within their bubbles, although it is recognised that this might not be possible with younger children</li> <li>▪ Where possible teachers should try to maintain distance from children and ideally two metres from adults. If teachers need to come into close contact, avoid face to face contact and try to minimise the amount of time spent within one metre of children. This might not be possible with children who have complex needs or need close contact</li> <li>▪ We will continue with regular hand washing and with teaching good hygiene, especially in relation to coughing and sneezing</li> </ul>	None	Teachers & Support Staff	Ongoing	

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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
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"> <li>▪ The main staff room will be limited to a maximum of 10 members of staff and the two metres social distancing must be adhered to - breaks will be staggered to facilitate this. The Sunshine Room will also be set up for staff of one of the bubbles to use. An area will also be provided at the front of the school if staff wanted to have their break outside</li> <li>▪ 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</li> <li>▪ Staff to wipe down surfaces, kettles etc. and eating area after use</li> <li>▪ Sanitiser wipes and soap is available</li> <li>▪ Only two members of staff at any given time to enter and use the main staff toilets. Hand dryers are disabled and replaced with paper towels. Sanitising wipes are also provided (to wipe taps before use) and a lidded bin to dispose of towels &amp; wipes</li> </ul>		Office Manager & Site Manager	Ongoing	
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"> <li>▪ Infants can use their own toilets without being accompanied by an adult (separate Rec &amp; KS1)</li> <li>▪ Children in Years 3 &amp; 4 can use the toilet without being accompanied by an adult between o'clock and half past every hour and Years 5 &amp; 6 between half past the hour and up to o'clock. If a child needs the toilet outside their slot they will be accompanied by a staff member to ensure that there is no mixing of bubbles</li> </ul>	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	

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		<ul style="list-style-type: none"> <li>▪ All hand dryers will be disabled and paper towels will be added in trays and a lidded bin to dispose</li> <li>▪ Toilet areas will be cleaned during the day by Site Manager and sanitised every morning by the cleaners</li> <li>▪ Hand wash will be available in toilet and checked daily</li> <li>▪ Signage would be placed, informing children to wash their hands after every toilet break</li> </ul>				
Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with an infected person whilst on premises	<ul style="list-style-type: none"> <li>▪ Movement around school will be limited</li> <li>▪ 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</li> <li>▪ Each bubble will be able to sign up for an outdoor space to use during lesson time. Timetables will be kept outside the staff rooms.</li> <li>▪ The children in the class groups will be taught and supervised by the same two adults throughout the school day (apart from PPA)</li> </ul>		Teachers Support Staff	Ongoing	
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"> <li>▪ Each class to devise their own rewards and sanctions in line with our School Behaviour Policy</li> <li>▪ Should a child reach Stage 4 a member of SMT will be called to remove the child and isolate them as required</li> <li>▪ Children whose behaviour poses a risk will be required to go home and parents will be notified accordingly</li> </ul>				

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	to maintain social distancing					
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"> <li>▪ Parents <b>will not</b> be allowed on site and will be asked to communicate either by calling or emailing the school office</li> <li>▪ Staff will need to adhere to two metre social distancing when entering and leaving the building</li> <li>▪ Visitors to the school will be limited to only those that are absolutely necessary eg professionals to visit a child with an EHCP. Enfield Music Service peripatetic teachers will be allowed to return and allocated their own room (the music room by Year 3, piano room &amp; sparkles room). There will be no wind instruments lessons for the time being.</li> <li>▪ We will operate a 1 in 1 out policy for visitors and deliveries</li> <li>▪ 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 – then, they will be permitted to enter</li> <li>▪ 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</li> <li>▪ 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</li> </ul>		Office Staff Site Manager	Ongoing	

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		<ul style="list-style-type: none"> <li>▪ Office glass screen to be kept closed to limit contamination</li> <li>▪ 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</li> <li>▪ If teachers or support staff need to make a phone call they will use the phone in the Star Room and sanitising wipes will be provided to wipe down the phone before use and a bin to dispose of the wipe.</li> </ul>				
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"> <li>▪ The dinner hall will not be in use initially</li> <li>▪ The school kitchen will be in operation and children will be able to have a hot meal. Parents will be able to pick menu choices in advance via the catering company’s website or children can make their selection at the start of the school day. The meals will be picked up from the kitchen and delivered in takeaway style containers to the classroom. Children will be able to bring their own packed lunch into school and it will need to be kept in their classroom</li> <li>▪ All lunches will be eaten at the child’s individual desk in the classroom</li> <li>▪ 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</li> <li>▪ Hand sanitising to be enforced by staff after food consumed – sanitiser will be kept in the classroom and the tables wiped down</li> </ul>		SMT Teachers Support Staff Office Staff	Ongoing and will review Reception & KS1 children using the dining hall once back at school	

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		<ul style="list-style-type: none"> <li>▪ Children to each wipe down their own table space with a sanitiser wipe and be encouraged to keep the floor and their tables clean independently. Adults to wipe down tables afterwards to ensure absolute cleanliness</li> </ul>				
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"> <li>▪ Playtimes will be staggered, so that each bubble can have its own fifteen-minute morning break and half-hour lunch break</li> <li>▪ Children will line-up in table order so they can enter the classroom more easily</li> <li>▪ Children will remain in their classrooms it is raining</li> </ul>		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"> <li>▪ Each class to be allocated a box of play equipment and children would sanitise their hands before using it</li> <li>▪ Play equipment that cannot be wiped down is removed</li> <li>▪ Playground equipment areas are taped off and the children not allowed to play on them initially</li> <li>▪ All equipment in the main hall is also to be classed as out-of-bounds (therefore no KS2 indoor gym)</li> </ul>		SMT Teachers Support Staff Site Manager	Ongoing	
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"> <li>▪ Classrooms will be redesigned to allow the children to all face forward towards the class teacher</li> <li>▪ Each class will have a class teacher and teaching assistant. They will be the only staff in regular contact with those children, apart from PPA teachers</li> </ul>	The plan would need to be dynamic – that is flexible in its approach. Social distancing is only	SMT Teachers Support staff Site manager	Ongoing	

**COVID-19 SCHOOL REOPENING HEALTH AND SAFETY RISK ASSESSMENT**

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		<ul style="list-style-type: none"> <li>▪ Each bubble will be segregated from other staff and children throughout the day</li> <li>▪ Within classrooms, each child will sit in the same seat during the day</li> <li>▪ Children will be required to bring in their own fully equipped pencil case on the first day and leave it in school</li> <li>▪ Children and staff will not be allowed to share items e.g. pens, pencils etc</li> <li>▪ Reading books will not be sent home, but children will still be heard reading regularly in school.</li> <li>▪ The only item children will be allowed to bring in on a daily basis is a packed lunch (if applicable), no other bags are allowed</li> <li>▪ Equipment will also not be permitted to leave the classroom, to prevent contamination</li> <li>▪ Classrooms will have significant items removed (where possible) to minimize contamination</li> <li>• Toys and resources that are used within the bubble would be wiped down at the end of the day</li> <li>• Library to be closed for the time being</li> <li>▪ Tables normally used in corridors for 1:1 lessons have been removed but their use with protective screens will be reviewed once term</li> <li>▪ Sanitising hand wash is available in every classroom and encouraged to be used</li> <li>▪ PPE, hand sanitiser, tissues, sanitising wipes &amp; spray, paper towels and a first aid kit is available in every classroom and staff would have access to this and</li> </ul>	<p>really possible if you can utilise the extra space from having limited numbers of pupils attending.</p>			



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		<p>will use with children as appropriate (eg hand sanitiser to be used before going outside and to the toilet)</p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables</li> <li>▪ Acts of worship will take place in each classroom (to prevent mixing of bubbles or meeting of large groups)</li> <li>▪ No school trips or in-school workshops until further notice</li> </ul>				
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"> <li>▪ Health and hygiene is <b>everyone’s responsibility</b></li> <li>▪ 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 class</li> <li>▪ Staff will also need to sanitise their hands as they enter the office lobby area</li> </ul> <p>The same applies to all staff and pupils when;</p> <ul style="list-style-type: none"> <li>▪ they go to the toilet</li> <li>▪ they come back in from outside</li> <li>▪ before and after they have eaten</li> <li>▪ when they change rooms</li> <li>▪ when they leave the building</li> </ul>	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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		<p>See hand washing advice <a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• All hand dryers will be disabled and paper towels provided</li> <li>• Children will be expected to wear full school uniform. Every class will be allocated a PE day, on which children must come to school wearing their PE kit (underneath their own tracksuit) and trainers. PE kits cannot be brought into school in bags</li> <li>• Staff to keep jewellery to a minimum especially bracelets and rings</li> <li>• Children/staff will be asked to avoid touching people, surfaces and objects where possible</li> <li>• Children/staff will be asked to cough/sneeze into a tissue and dispose into the bins provided and wash their hands afterwards</li> <li>• Staff will be able to access PPE masks, aprons and gloves if they want to use them.</li> <li>• Windows and doors kept open for ventilation</li> <li>• 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</li> <li>• Staff to raise any concerns as soon as possible with the Headteacher</li> <li>• Drinking fountains will be taken out of use and where possible converted to hand washing stations</li> </ul>				

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Administering first aid	Staff could catch Covid-19 from a pupil when administering first aid	<ul style="list-style-type: none"> <li>▪ Should a child require minor first aid, it should be administered in the classroom by a staff member using the PPE provided in the room (please see video for safe removal of PPE)</li> <li>▪ During playtimes there will be a first aid station allocated to deal with minor first aid. Welfare Officer to be allocated to Infant playground</li> <li>▪ 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.</li> <li>▪ 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)</li> </ul>				
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"> <li>▪ Cleaners will be notified in advance as to a potential change of cleaning schedule to fit in with demand</li> <li>▪ Cleaning will be necessary in the areas that have been used regularly – classrooms, toilets, staff room</li> <li>▪ 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</li> </ul> <p><a href="https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm">https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</a></p>	During this time classrooms/rooms will be kept locked	Teachers Support staff		
Key areas – ICT suite, library and PPA room		<ul style="list-style-type: none"> <li>▪ Library to remain closed for the time being</li> <li>▪ ICT suite will be open to one bubble each half term, starting with Years 3 &amp; 4</li> </ul>	Other areas can be added once the school reopens –	Cleaning Staff Site Manager	Ongoing	

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		<ul style="list-style-type: none"> <li>▪ Each child will be allocated their own computer and it will be sanitised after each use</li> <li>▪ The air-conditioning will not be switched on while there are people present in the room</li> <li>▪ In the ICT all doors to be kept open while the ICT Suite is in use</li> <li>▪ PPA room will not be used for planning as it will be a PPE storage area</li> </ul>	the schedule can be flexible			
Potential transmission of COVID-19 from staff/pupils with symptoms	<p>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</p> <p><b>WHO</b></p> <ul style="list-style-type: none"> <li>-Pupils</li> <li>-Staff</li> <li>-Visitors</li> <li>-Cleaners</li> <li>-Contractors</li> <li>-Vulnerable Groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure that the school understands the NHS Test and Trace process and how to contact our local Public Health England health protection team if aware of staff or pupil who has tested positive</li> <li>▪ Records of staff and pupils in each bubble to be kept to assist Track &amp; Trace</li> <li>▪ Anyone with symptoms of COVID-19 <b>should not</b> attend school and report to the Headteacher</li> <li>▪ School staff should access NHS111 online <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> <b>Staff/pupils who become symptomatic should self-isolate for seven days. If a 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.</b></li> <li>▪ If a child becomes unwell during school time they will be taken to one of the two quarantine areas (the room near Year 3 opposite the music room and the</li> </ul>	<p>Weekly Staff Briefings, Internal communication channels and cascading of messages through SMT will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has</p>	SMT Teachers Support Staff Cleaners	Ongoing	

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	<p><b>HOW</b> The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<p>Rainbow room – these areas will be out of bounds and staff will not be permitted to enter</p> <ul style="list-style-type: none"> <li>▪ Signage will be placed to indicate that it is a designated quarantine area</li> <li>▪ A staff member (from the bubble) will take the unwell pupil to the quarantine area and open a window to ventilate the room. A member of SMT will then stay with the child until the parent arrives. The office will make the call to the parent.</li> <li>▪ PPE must be worn by staff caring for the child if a distance of two metres cannot be maintained. After caring for the child the PPE must be disposed in the bin provided and hands washed</li> <li>▪ If the child needs to use the bathroom the disabled toilet in the reception area and shower room toilet are to be used and will be closed after use and then cleaned</li> <li>▪ The area around the child in the classroom must also be cleaned</li> <li>▪ 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</li> <li>▪ 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</li> <li>▪ 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</li> </ul>	<p>a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>			

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		<p>arrangements must be made eg a taxi provided by the school</p> <ul style="list-style-type: none"> <li>▪ School should ask parents and staff to inform them immediately of the results of a test. In the event of a positive case details of anyone the infected person has been in contact with must be provided or if asked by NHS Test &amp; Trace</li> <li>▪ In the event of a positive case it should be treated as a RIDDOR reportable incident</li> <li>▪ HSE will advise the best course of action.</li> <li>▪ If someone tests positive they should self-isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough whist can persist even when the infection has gone)</li> <li>▪ If someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating</li> </ul>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
<p>Increased risk of infection &amp; complications for vulnerable pupils &amp; staff</p>	<p>Pupils/staff who are shielding</p>	<p>Shielding advice for all adults and children paused on 1<sup>st</sup> August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Please read current <a href="#"><u>shielding advice</u></a></p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their</p>	<p>Make people aware that they need to notify the headteacher if they fall into one of these categories</p>	<p>Headteacher</p>	<p>Ongoing</p>	

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		<p>health professional before returning to school. Please read advice <a href="#">here</a></p> <ul style="list-style-type: none"> <li>▪ Identify who in the workforce falls into one of the following categories: <ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable <a href="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">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</a></li> <li>➤ People self-isolating</li> <li>➤ People with symptoms of coronavirus</li> </ul> </li> <li>▪ Discuss with employees what their personal risks are and identify what needs to be done</li> <li>▪ Identify how and where someone in these categories will work in line with government guidance</li> <li>▪ Stress the importance of protecting themselves through social distancing and hygiene</li> </ul>				
Staff who have a protected characteristic (e.g. disability, pregnant or new mothers)	Staff	<p>Discuss with and consider the needs of staff who have protected characteristics and how adjustments in the school will impact on them or pose a new or different risk to them.</p> <p>Pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for <a href="#">clinically vulnerable people</a></p> <p>Please review the New and Expectant Mother’s guidance <a href="https://www.hse.gov.uk/mothers/index.htm">https://www.hse.gov.uk/mothers/index.htm</a></p>	Make people aware that they need to notify the headteacher if they fall into one of these categories e.g. they start chemotherapy or are pregnant	Headteacher	Ongoing	

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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"> <li>▪ Reassurance made to staff that measures are taken seriously to protect their safety and wellbeing</li> <li>▪ 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</li> <li>▪ Staff are consulted at every opportunity as to changing developments</li> <li>▪ Regular contact with staff to ensure that they are ok</li> <li>▪ Regular breaks and refreshments</li> <li>▪ Try to encourage people to go outside – especially when it is dry and sunny</li> <li>▪ Publicise Education Support 08000 562 561 helpline counselling service</li> <li>▪ Look for the tell-tale signs of stress in the workplace;               <ul style="list-style-type: none"> <li>▪ High absenteeism</li> <li>▪ Low mood</li> <li>▪ Poor judgement</li> <li>▪ Inability to focus</li> <li>▪ Being pessimistic</li> <li>▪ Depression</li> <li>▪ Coping with alcohol</li> </ul> </li> </ul> <p><a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p>	<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 &amp; SMT to remain alert to worries/anxiety of staff</p>	Headteacher SMT	Continuous	



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Staff ratios	Staff and pupils	<ul style="list-style-type: none"> <li>▪ Each class of 30 will have two adults allocated to it</li> <li>▪ Each pupil with an EHCP plan to have the correct level of support</li> <li>▪ Supply agencies will be used to cover staff absence</li> </ul>	Continue to monitor action identified as the situation changes	Headteacher SMT		
Contractors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> <li>▪ Vast majority of essential compliance checks have been completed for this academic year</li> <li>▪ Legionella still need monthly access</li> </ul>	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"> <li>▪ In an emergency, for example, an accident or fire, people do not have to stay two metres apart if it would be unsafe</li> <li>▪ Particular attention would be given to sanitation measures immediately afterwards including washing hands</li> <li>▪ In the event of a fire, all usual procedures to go to the junior playground are maintained</li> </ul>				