



RISK ASSESSMENT RECORD

Activity / Process / Operation

School reopening for all staff and children September 2020

This document has been produced, based on current government guidance:

- > [Guidance for full opening: schools](#)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Actions for education settings to prepare for wider opening](#)
- > [Implementing preventative measures in education settings](#)
- > [Planning guide for early years and childcare settings](#)
- > [Planning guide for primary schools](#)
- > [Safe working in education settings](#)

Identify the hazards (anything that can cause harm):

Spreading infection of COVID-19

Who might be harmed and how? **Children, staff, visitors and contractors**

- Contact with someone suffering from coronavirus
- Contact with coronavirus when getting to and from school
- Spreading infection due to touch, sneezes and coughs
- Spreading infection through contact with coronavirus on surfaces
- Spreading infection due to excessive contact and mixing between pupils and staff in lessons
- Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school
- Spreading infection due to the school environment
- Spreading infection due to excessive contact and mixing in meetings
- Individuals vulnerable to serious infection coming into school

Hazard	Controls in place / To be put in place	Additional notes
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic adult comes into school, they will be sent home immediately. Symptomatic children will be isolated under the canopied area until a family member can pick them up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) 	<p>Letter out to parents on 1st March</p>

Hazard	Controls in place / To be put in place	Additional notes
	<ul style="list-style-type: none"> • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	
<p>Spreading infection due to touch,</p>	<p>Handwashing facilities will be provided.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	

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sneezes and coughs	<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, before and after eating, and after sneezing or coughing. • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Hand rails • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, and stationery.</p> <p>The school will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	<p>Staff will continue to have their own cleaning resources.</p> <p>Cleaners will continue to come in at lunchtimes to clean high risk areas.</p>

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	<p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>In years 1 – 6, children will be kept to their class groups for all lessons. Any assemblies, or collective worship, with more than one class will be held outdoors, or via zoom. For some lessons, children will be taught by adults from outside their class. (French, music and PE). At lunchtimes, children will have full access to the common and be allowed to play across class groups, whilst still practising social distancing. Peppard class will remain as an individual group and will not go onto the common when other classes are there.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated in table groups at distances of 1.1 metres, if facing each other (years 1-6), and unnecessary furniture will be moved out of classrooms to allow for this. Reception children are sat in groups and may at times be closer than 1.8 metres.</p> <p>Lessons that involve singing, drama, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, outdoor sports will be prioritise. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who needs close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>Maintaining class groups is relatively simple, however it is impractical when looking at the numbers of siblings in school.</p> <p>(Highmoor is a class of 30 and there are 19 siblings in other classes).</p> <p>Guidelines also suggest that before and after school provision should continue. Groups will be mixing outdoors.</p> <p>PE curriculum will remain outdoor based.</p>
<p>Spreading infection due to</p>	<p>Movement around the school site will be kept to a minimum.</p> <p>Lunch will be collected from the kitchen by Greys, Highmoor and Springwood children. For Peppard, lunch will be brought to children in their classrooms.</p>	<p>Sally to serve from the kitchen. Choices will be limited. Food will</p>

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excessive contact and mixing between pupils and staff around and outside of the school	<p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of the staff room and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>	<p>be plated and taken back to class for Highmoor and Springwood. Greys and Peppard will have theirs delivered by adults. Classes will move to the common, as a group.</p> <p>Four staff will be required at midday.</p>
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors may be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>Regular impact ventilation should be carried out in all rooms, at least twice a day (break and lunch). The frequency will be dependent on the wind speed and direction.</p> <p>Highmoor should use the fans to aid ventilation, where necessary.</p> <p>Minimum working temperature of 16 degrees still applies.</p>
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	
Individuals vulnerable to serious infection coming into school	<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	
<p>What further action is required to reduce the risk? (State actions)</p> <ul style="list-style-type: none"> Children will be reminded regularly by staff of the risks to their own and others' health 		<p>Specify dates</p> <p>08.03.20,</p>

Relevant employees who need to be informed of this risk assessment (employees to sign when they have read).

List as at September 2020 attached.

Name	Signature	Date	Name	Signature	Date
1 Nick Steele		01.03.20	2 Fiona Hilton		01.03.20
3 Sarah Watkins		01.03.20	4 Jessica Tillotson		01.03.20
5 Nicole Hawkins		01.03.20	6 Annie Byron		01.03.20
7 Becky Claridge		01.03.20	8 Kirsty Wall		01.03.20
9 Celia Hall		01.03.20	10 Vicki Elson		01.03.20
11 Rosie Clinkard		01.03.20	12 Sarah Cleall		01.03.20
13 Corrine Gieve		01.03.20	14 Pauline Lester		01.03.20
15 Mel Hobbs		01.03.20	16 Vanessa Smith		01.03.20
Where more than 16 employees need to be informed how will this be done?			Continuation on signature list above.		
How will you ensure it has happened?			School administrator will circulate and monitor and also update as required.		

Monitoring Arrangements (eg Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspection etc)

Annual H&S inspection

Review Date/Frequency

This risk assessment will be reviewed at the first PH&S committee weekly, then fortnightly.

Name Of Assessors Headteacher PH&S Committee Ratified by Governing Body	Signed Headteacher Name Nick Steele Date 01/03/2020
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