

School reopening: Risk Assessment

Local Health Protection team.

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UPDATED 17.09.2020: **instead of calling your local health protection team when there is a confirmed case in your education setting, we will now be asking you to call the DfE's helpline and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases. From tomorrow, this new service can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.'**

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone	• Staff	Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular	Admin and	September 3 rd 2020	Every morning, admin will look at the timetable

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suffering from coronavirus	<ul style="list-style-type: none"> • Pupils • Contractors • Visitors 	<p>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 person comes into school, they will be sent home immediately or isolated until they can be picked up. Isolation will take place in an empty/free classroom which has been allocated that morning for that day. 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 	management		<p>to ensure which classroom is free each period so that at any point, if they need to isolate a pupil, they know which room to do this in.</p> <p>In the case of a class being sent home due to a pupil testing positive for coronavirus, the class will be learning from home online and if a teacher has to self-isolate, they will teach from home and their lesson will be broadcast to the pupils.</p>

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		<p>separate compartment to any passengers); or</p> <ul style="list-style-type: none"> • 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) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected 			

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		<p>person</p> <ul style="list-style-type: none"> • 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>			
Contact with coronavirus when getting to and from school		<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> <ul style="list-style-type: none"> • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <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"> • That only one parent 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</p>	Management and admin	3 rd September 2020	Through newsletter bulletins, text messages for specific reminders and reminders given in assembly etc.

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		<p>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>Admin will be in place at the gates, in the morning, ensuring pupils enter one by one.</p> <p>Admin will go around dismissing classes one by one at the beginning of break, lunch and at the end of the school day to minimise risk of congestion.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Handsanitiser will be available upon entering the school, in each classroom and office, handwash to be made always available in the bathrooms, R7 and R3, adequate amount of tissue in all classrooms (to be thrown in the bin straight away after use) and teachers to wipe down tables with spray and paper towels after each classroom changeover.</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 • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose 	Admin, management and cleaners	3 rd September 2020	

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		<ul style="list-style-type: none"> • 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"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based 	Management, teachers, caretaker and cleaner	3 rd September 2020	<p>In the case of needing to source a deep cleaning company, admin will make the necessary arrangements.</p> <p>Cleaner to let admin staff know if any supplies are running out so that they can order more,</p>

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		<p>resources</p> <ul style="list-style-type: none"> • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • 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, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils 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>The same rules will be followed for books and other shared resources that pupils or staff take home. However,</p>			

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		<p>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>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</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>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>Pupils will remain in their year groups as bubbles. They will be given allocated areas in the playground to spend lunch and break and they can also spend this time in their classrooms. Pupils will not be allowed to mix between year groups.</p> <p>Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to face the front to allow this, where possible.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, classes will remain in the same classroom as much as possible. This may happen via either a double period or just teacher changeover will take</p>	Management and teachers	3 rd September 2020	Admin should also come out where possible, when a changeover is happening, to reduce any risk of congestion.

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		<p>place between periods. Should class changeover happen, the teacher will need to ensure that the classroom the class will be going to next is free and available, before dismissing the class,</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 side-by-side and facing forwards, as much as possible.</p> <p>Lessons that involve singing, 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 either back-to-back or 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, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. 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 need close contact care will have the same support as normal as distancing</p>			

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		<p>isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</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>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will be told when they are to be dismissed, (lunch/break/after school) by admin, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart</p>	<p>Management Staff on duty Admin</p>	<p>3rd September 2020</p>	<p>Currently all use of shared equipment non-educational related will be suspended, e.g. lockers and microwaves. Pupils will bring in their own Qurans and prayer mats to avoid cross contamination.</p> <p>Children whose parents are late in picking them up will either wait outside or inside their classrooms, to avoid mixing of bubbles.</p>

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		<p>when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. Supervision will take place at break and lunch time to ensure that bubbles are not mixing when using the toilet. For example, a pupil from another year group may have to wait until the first pupil has finished using the toilet before entering.</p> <p>Staff use of staff rooms 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>All after school clubs will be cancelled except for booster sessions which will take place in class bubbles, instead of across the Key Stage.</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>	Management Fire safety officers	3 rd September 2020	

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will 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>Outdoor space will be used for exercise and breaks, and for education where possible.</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>	Management	3 rd September 2020	
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>	Management	3 rd September 2020	