



COVID RE-OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Reopening of schools during COVID 19 (June 2020)		
Location	WOOLDEN HILL PRIMARY SCHOOL	Organisation	DISCOVERY
<p>Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate</p> <p style="text-align: center;">This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. Once completed, please ensure final risk ratings are added.</p> <p>Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.</p> <p>If a person becomes unwell during the day the school will refer to government guidance found here.</p> <p>Attendance: No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Further guidance about self-isolating is found here.</p> <p>It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.</p>			

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. No double parking Wait in car if another staff member has exited their car to avoid congregation at entrance to school Courtesy when alighting cars to maintain 2m distance. 	M	M	M	<ul style="list-style-type: none"> PO to monitor situation and share concerns of inappropriate car park usage. Due to lack of parking spaces, staff will all forward pack into space to ensure 2m distance (ie the width of car) as staff parking on the road will cause additional congestion for parent drop off. Gates to be locked during school day to prevent parents and visitors parking in the car park. 	M	L	L	School	01/06/20	Complete
Visitors to site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors asked to use sanitizer before entering school. Visitors entering school made aware 	H	M	H	<ul style="list-style-type: none"> If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance. Where possible, visitors to only be on site after children have left (after 4:30pm). 	L	L	L	School	01/06/20	Complete

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		of the Social Distancing arrangements in place and instructed to follow.				<ul style="list-style-type: none"> Clear signage for visitors in place. Lanyards to be disinfected after use. No physical contact required, sanitisation used after handling goods or paperwork. 						
Social distancing not being carried out at drop off time.	<p>Staff, pupils, parents/carer, visitors and contractors.</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Drop off times are staggered. Arrangements for drop off are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school. Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct access to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site for parent entrance and exit Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Clearly signed one-way system in place. Reminders of keeping 2m distance in place. Drop off times have been arranged to accommodate family groupings and prevent waiting in the playground. Clear signage asks parents not to congregate. Class opening/collection times are staggered to prevent congestion and waiting on the playground. Clear markings indicate 	M	L	L	School	01/06/20	ONGOING

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		<ul style="list-style-type: none"> Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<p>families should stand on the spots 2m apart.</p> <ul style="list-style-type: none"> Families will be sorted alphabetically for drop off so family groups can arrive together to avoid congestion. Information letter will tell parents the number space to use when they arrive to help with organising children. COVID marshals in place to support School day timings to be altered to manage flow (see staff handbook) 						
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Handwashing follows guidance for take into account the NHS guidance found on this link: Space out pegs so that coats/ bags aren't touching. NHS hand washing posters have been installed above sinks to give information on good hand washing 	M	M	M	<ul style="list-style-type: none"> Nominated COVID MARSHALL to check cloakroom/toilet areas at intervals during the day. Coats and bags stored on spare chair in Y6 classroom for those with lockers to avoid crowding near lockers Toilets will be cleaned at lunchtime by the premises staff (new rotas to ensure PO 	M	L	L	School	01/06/20	ONGOING

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		techniques. <ul style="list-style-type: none"> Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 				& cleaners are on site throughout the day) <ul style="list-style-type: none"> Handwashing and social distancing signage in place. There are two adults per bubble so that one can supervise toileting/use of cloakroom and maintain social distancing. 						
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Arrangements for the day are communicated to staff, pupils and parents/carer. Staff and pupils remain in small groups. Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout the whole week. The group distance themselves from other groups. Desks are placed as far apart as possible. Surplus chairs stacked and removed from circulation. 	H	M	H	<ul style="list-style-type: none"> Daily staff briefing each evening to summarise how the day has gone and consider adaptations for next day Information leaflet and video for parents. Staff plan shared. Class bubbles in place. Staff and pupils allocated to bubbles and will not mix Bubbles can be kept separate throughout the day. 2 KW bubbles planned to keep Y2-5 separate to those going into classrooms 	M	M	M	School	01/06/20	ONGOING

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		<ul style="list-style-type: none"> Pupils are allocated a desk and are seated at the same desk each day. Pupils remain in the same classroom throughout the day. Classrooms are ventilated using natural ventilation (opening windows) or ventilation unit Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 				<ul style="list-style-type: none"> Desks have been separated. Each child will have a designated place that they will use every day. Each bubble has its own room and toilet block Reintegration plan means that more children will only be offered school places when it is safe to do so Booking forms weekly for KW children to ensure we have staff ratios to meet demand and not put pressure on the bubbles 						
Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils given writing implements and forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized and/or removed from the setting. Soft toys and furnishings that are 	H	L	M	<ul style="list-style-type: none"> Individual pencil cases with stationary provided to all pupils Planning discussed with staff. Minimal marking and recorded work. 	L	L	L	School	01/06/20	COMPLETE

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		<ul style="list-style-type: none"> difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 				<ul style="list-style-type: none"> EYFS to use the forest school where possible to be in a natural environment. Only hard plastic equipment to be used in EYFS so it can be disinfected each day Children to wash hands before using equipment 						
Social distancing not being carried out at break times	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Break times are staggered, and timings identified and communicated. Pupils to wash hands before and after eating/drinking. Small groups maintained and not mixed. Movement around school via a one-way system where possible. Allocation of dedicated areas outside for small groups. Levels of supervision considered, and additional information given to supervisors. Procedures identified when First Aid is required. Activities considered, and the range of equipment reduced to minimise risk. 	H	M	H	<ul style="list-style-type: none"> Staff observe Social Distancing during break times and minimise movement around school Corridor area space will be sectioned to allow for flow of children Each bubble has been allocated their own toilet area for toileting and handwashing to prevent groups mixing. Each bubble has a field/playground zone. Each bubble has 2 adults so that children can be supervised. 	M	M	M	school	01/06/20	COMPLETE



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		<ul style="list-style-type: none"> • Arrangements for the cleaning of equipment following activities/between small group use and by whom. • Arrangements for 'wet breaks' considered. • Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. • Hand washing arrangements/use of sanitiser provision. • Flexibility on length of breaks • How these periods are monitored for effectiveness and how issues are reported. 				<ul style="list-style-type: none"> • Each bubble has its own first aid kit and PPE equipment • Minor First aid administered in classrooms or playground and more serious needs or bodily fluids to be completed in disabled loo/ medical room. PPE only worn if bodily fluids have a potential to be transferred. • Children to remain in classrooms if it is too wet to go out. Light drizzle – children will still go outside. • Breaks will be 30 mins long to allow for staff to have a break and ensure effective supervision 						
Social distancing not being carried out at lunch time	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> • Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose. • Classrooms will be used for eating food after the tables have been cleaned • Tables to be cleaned between group use. 	H	M	H	<ul style="list-style-type: none"> • Catering provider (external provider or LTS) has own risk assessment which is shared with school. • School will not be serving hot food • Water fountains will not be used. Children to bring own 	M	L	L	school	01/06/20	

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		<ul style="list-style-type: none"> Communication with catering provider (LTS Catering). Packed lunches will be in grab bags and served to children at their tables If cold packed meal provided and packed lunch from home: <ul style="list-style-type: none"> Children eat outside observing Social Distancing when weather and temperature allows. finished bags to be cleared and disposed of by children as normal routine. Younger children to be guided as appropriate. Cleaning of tables and chairs/benches completed when children are finished, and food is consumed. Cleaning regimes to be established for after eating packed lunches, wherever this may be 				<p>water bottles and school to provide bottles for those that don't have them</p> <ul style="list-style-type: none"> WAC – Breakfast choices will be wrapped cereal bars. Children encouraged to have breakfast prior to arriving (as we are opening at 8am). Breakfast club in Key worker room (will have been deep cleaned from the night before). 						
Social distancing not being carried out at pick up	Staff, pupils, parents/carer, visitors and contractors.	<ul style="list-style-type: none"> Pick up times are staggered. Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. 	M	L	M	school	01/06/20	

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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> school. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. One-way systems are used around the site. Signage is installed i.e. <div style="display: flex; justify-content: space-around; align-items: center;">   </div> Parents / carers made aware that gathering outside school at drop off times is forbidden. 				<ul style="list-style-type: none"> Families will be sorted alphabetically to pick up so family groups can leave together to avoid congestion. Clearly signed one-way system in place. Reminders of keeping 2m distance in place. Drop off times have been arranged to accommodate family groupings and prevent waiting in the playground. Clear signage asks parents not to congregate. Class opening/collection times are staggered to prevent congestion and waiting on the playground. Clear markings indicate families should stand on the spots 2m apart. 						
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may</i>	<ul style="list-style-type: none"> Play equipment is cleaned and disinfected between each group of users or not used Teacher / support colleagues ensure 	H	M	H	<ul style="list-style-type: none"> Minimal equipment if any will be used and if used will be cleaned after use. Activities have been already 	M	L	M	school	01/06/20	

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	<i>result in spread of COVID19</i>	social distancing is in place. <ul style="list-style-type: none"> Only allow one class/group within an outside area any one time. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 				planned and shared so that children play socially distanced games. <ul style="list-style-type: none"> PE will be outdoors only Pupils remain in their outdoor clothing until they are in their allocated classroom. Space out pegs so that coats/ bags aren't touching. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). 						
Carrying out 1st aid	First Aider Person being treated by the first aider. (Carrying out 1 st aid may require the 2mtr social distancing rule to be broken)	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to 	H	M	H	<ul style="list-style-type: none"> First aid where bodily fluids are exposed will be carried out in the COVID medical room for ease of cleaning /lack of soft furnishings. Each classroom will have their own equipment for minor bumps. COVID medical room prepared with signage in 	H	L	M	school	01/06/20	

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	<p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>collect them.</p> <ul style="list-style-type: none"> If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 7 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. Where possible Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will wear goggles to 				<p>place, including handwashing.</p> <ul style="list-style-type: none"> Staff reintegration plan covers what to do in COVID incidents and this information is also in the COVID medical room. This risk assessment will be shared. Disposable ice packs used to avoid contamination 						

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		<p>prevent bodily fluids being splashed into the eyes.</p> <ul style="list-style-type: none"> • After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected. • After using, the face masks, aprons and gloves will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and 										

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		safeguarding), to limit use of door handles and aid ventilation <ul style="list-style-type: none"> • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE and PHE poster is displayed in the first aid room • No food will be stored or eaten in the medical/first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. • There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 				All staff to watch 'donning and doffing' NHS video https://www.youtube.com/watch?v=-GncQ_ed-9w https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures						
Intimate care	Staff and pupils <i>Reduced infection</i>	<ul style="list-style-type: none"> • The staff member providing the intimate care will wash hands thoroughly before and after providing 	H	M	H	No children in school should require intimate care however staff will be briefed for any	H	L	M	school	01/06/20	

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	<i>control which may result in spread of COVID19</i>	intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. <ul style="list-style-type: none"> NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. (Apron and gloves) If a child becomes unwell with 				situations where this may arise						



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		<p>symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained.</p> <ul style="list-style-type: none"> • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. • If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
		<ul style="list-style-type: none"> • Staff rooms are used dependent on number of staff that can be 	H	M	H	<ul style="list-style-type: none"> • When it cannot be guaranteed water dispensers 	L	L	L	school	01/06/20	

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Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<p>accommodated in the area to achieve social distancing and rearrange the furniture where possible</p> <ul style="list-style-type: none"> Additional rooms are allocated when numbers impact on not being able to Social Distance. Break times are staggered to reduce numbers in the room. Staff are reminded to wash hands before and after using the staff room facilities. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Use of signs to inform of hand washing prior to entering/using facilities. Shared crockery and cutlery is removed and staff use the same equipment as required. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery where possible. 				<p>can be used safely – coolers will not be used and put out of use with appropriate signage displayed.</p> <ul style="list-style-type: none"> Children to fill their water bottles using jugs of water in classrooms. Staff room furniture arranged for spacing. EYFS kitchen to be used for EYFS staff also available for breakout space Staff will take breaks outside weather permitting and seating will be socially distanced. Handwashing signage in place on the door and in the room. New hand sanitiser dispenser has been added to entrance to staff room 						

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
		<ul style="list-style-type: none"> Water dispenser procedures have been modified to ensure no cross contamination. 										
Social distancing not being carried out during Catering provision	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Robust communication links with hot meal provider established. Meeting in preparation of re-opening to confirm operational controls Hand cleaning facilities available upon entering hall and when leaving Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Delivery arrangements in place for meals not cooked on site to maintain social distancing After service collection arrangements for containers (Communication with provider) Service arrangements Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) 	H	M	H	<ul style="list-style-type: none"> Hot meals will not be provided. LTS deliver lunches to the office maintaining social distancing. Information provided to parents and staff. Children will not be eating in the hall-outside weather permitting. Handwashing programme before eating in place. Lunchtime staff are allocated to a bubble and will stay with them. Risk assessment shared. Training planned for 1st June before children come in to school. Social distancing procedures shared. Suggested lunchtime activities shared. 	M	L	L	school	01/06/20	

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
		<ul style="list-style-type: none"> Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons) 										
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/Collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of Collective Worship will be made in classrooms. 	M	L	L	<ul style="list-style-type: none"> Whole school assemblies will be delivered remotely via Teams 	M	L	L	School		
Cleaning	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hard surfaces to be cleaned with soap and water prior to disinfecting. Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection 	H	M	H	<ul style="list-style-type: none"> Deep cleaning schedule available to support enhanced clean. Gov.uk guidance to be monitored to ensure the most up to date information is always available. PO and cleaners on school site all day to keep schedule maintained 	M	M	M	school	01/06/20	

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?
		<p>(1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected.</p> <ul style="list-style-type: none"> • Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are used. • Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. • PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. • Lidded Bins for tissues are used and 				Bins are emptied daily and tied.						

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
		<ul style="list-style-type: none"> emptied at the end of the day. Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 				Stored for 72hours before discarded						
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off. Social distancing is maintained throughout working procedures. 	M	M	L	<ul style="list-style-type: none"> Scheduled maintenance by appointment only. Clear signage regarding sanitisation and social distancing in place in the office and around the school. Children and staff will be kept away from any areas where works are being carried out. 	L	L	L	school	01/06/20	
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include 	M	M	L	<ul style="list-style-type: none"> Scheduled maintenance by appointment only. Clear signage regarding sanitisation and social distancing in place in the office and around the school. Children and staff will be kept away from any areas where works are being 	L	L	L	school	01/06/20	

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
	COVID19	COVID19 control measures, are received and agreed by the school before work commences.				carried out.						
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable. 	H	M	H	<ul style="list-style-type: none"> New evacuation plan in place to reflect staffing and pupil numbers and arrangements and shared with staff. Pupils will each wait on a designated spot 2m apart in their bubble's zone. 	M	L	L	school	01/06/20	
Use of public transport/school taxis	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils are encouraged to cycle or walk to work. Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate 	H	M	H	<p>Staff members have made alternative arrangements for travel (eg uber) to reduce contact with others</p> <p>We do not have pupils arriving in taxi or public transport as they all live locally.</p>	L	L	L	school	01/06/20	

COVID RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done?

To add more rows to the risk assessment, place the cursor within the last row click and select insert row below.

- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>



COVID RE-OPENING RISK ASSESSMENT

- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn. 2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording. 3. Follow guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather,	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new

COVID RE-OPENING RISK ASSESSMENT

people, equipment etc.) What can be done?	government guidance.
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Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	
Date Conducted:		Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	

COVID RE-OPENING RISK ASSESSMENT

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.