



# COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

## Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	15 <sup>th</sup> May 2020 and 1 <sup>st</sup> September	Approved on	15 <sup>th</sup> May 2020 and 13 <sup>th</sup> July 2020
Last updated	17 <sup>th</sup> September 2020	Last updated by	HSU/TH
Review date	1 <sup>st</sup> June 2020, 8 <sup>th</sup> June, 15 <sup>th</sup> June, 23 <sup>rd</sup> June, 8 <sup>th</sup> July, 28 <sup>th</sup> Aug, 31 <sup>st</sup> Aug, 14 <sup>th</sup> September, 17 <sup>th</sup> September		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

## Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1<sup>st</sup>, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

## Checklist & Risk Assessment

This SSG comes in two distinct parts;

### Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

### Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

## Further information

If you require any further information, please contact the health & safety unit via our shared email address: [health\\_safety@sandwell.gov.uk](mailto:health_safety@sandwell.gov.uk).

## Part 2: H&S Checklist

Conducted by: **Alison Connop and Darren Thorpe**

Date: **17.9.20**

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Health &amp; safety/statutory issues</b>						
Have all health & safety compliance checks of plant & equipment been completed prior to opening?  (This can be done through referencing of the <a href="#">School Premise Logbook</a> or equivalent)	X			As per usual schedule, all checks are in place and logged in Premises files.  Any plant/equipment that has been "mothballed" during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school.	Site Manager to report any issues to HT & SBM as per normal procedures	MT – June 1st
Are there sufficient numbers of staff available in safety critical roles?  (e.g. fire marshals, first aid personnel etc)	X			Staff rotas ensure all roles are covered inc. DSLs, First Aid, Fire Marshals etc.If numbers reduce due to illness, specific attendance days for pupils may need to be adjusted.  Leaders will be visible in the playground at the start and the end of the school.	AC to monitor rotas  Site Manager to continually review evac procedures as more bubbles are added  From 1 <sup>st</sup> Sept, all staff in safety critical roles are due back at work on their contracted days/hours	AC- ongoing MT – ongoing  AC to continue to monitor

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?	X			A fire drill will be carried out in the first four weeks of school reopening. Fire evacuation points to be revisited and shared with staff on 1.9.20	As above  There will be a fire drill during the first four weeks back after 1.9	MT- 1.6.20  Drill to be completed by 25.9

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Social distancing issues</b>						

<p>Have small class groups been organised as per Government guidance?</p> <p>Key stage groups are:-</p> <p><b>Reception</b></p> <p><b>Year 1 and Year 2</b></p> <p><b>Year 3 and Year 4</b></p> <p><b>Year 5 and Year 6</b></p>	<p>X</p>		<p>See grouping overview arrangements &amp; staff protocols. School are implementing reopening guidance, by ensuring pupils remain in consistent class groups wherever possible, thereby minimising the number of contacts between different people across the school.</p> <p>Having class groups of 30 only, restricts our school's ability to deliver a full curriculum and wider opportunities so as consequence we have the flexibility to implement year/Key stage groups. GV will have class groups in terms of teaching indoors for the majority of the time and year/key stage group bubbles for break and lunchtimes, before and after school club and staggered school day provision.</p> <p>Before and after school club will be in year group/key stage bubbles where possible with a designated area.</p> <p>PPA to carried out by two HLTAS as per the cover timetable.</p> <p>From 14.9- Children have been asked to come into school dressed ready for PE to minimise the amount of bags coming in and out of school</p>	<p>Maintain evaluation &amp; review procedures to adapt as necessary</p> <p>Extra lunchtime staff required from 21.9 to manage the staggered lunchtimes and bubbles.</p>	<p>SMT – weekly from 1.9</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				From 21.9- Bubble contact to be reduced further to minimise close contact.		



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have classrooms and other learning environments been organised to allow for social distancing?	X			<p>Site Manager has created social distancing site maps and a corridor one way system where appropriate. This has been shared with staff and training has been given. In addition, the map shows that each group of children has separate classrooms as per normal arrangements. Eco bins will no longer be collected from inside the classrooms, they will be collected from outside.</p> <p>Children will be supported to maintain distance and not touch staff or each other where possible. It is stated in the guidance that “we recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group”</p> <p>Children to be reminded to not touch each other and desks, where possible sit side by side not facing each other.</p> <p>INSET will be via Zoom and staff will log</p>	<p>Example classroom set up on 1.6 Shown to governors on 15.6.20</p> <p>Additional bubble of Yr 5 and pre-school from 29.6</p> <p>From 1<sup>st</sup> Sept, all children will be expected to return to school and work within their own classroom.</p> <p>Classrooms will consider a layout that considers social distancing where appropriate.</p>	<p>AC/MT 01.06.20</p> <p>1.9.20</p>

<p>Has consideration been given to arranging which lessons or classroom activities could take place outdoors?</p>	<p>X</p>		<p>Each year/key stage group has a dedicated outdoor area to avoid mixing with other year groups. Social distancing to also be reinforced outdoors where possible. Indoors, children to be reminded not to touch each other and organise desks, where possible, to sit side by side not facing each other.</p> <p>The PE curriculum will be outdoor focused where possible. If large indoor spaces are used, there must be maximum distancing between pupils and scrupulous attention must be paid to cleaning and hygiene.</p> <p>From 14.9- Children have been asked to come into school dressed ready for PE to minimise the amount of bags coming in and out of school</p> <p>There will be no trips in the Autumn term.</p> <p>Year 6 will have an after school club on Tuesdays and Year 3 will have an after school club on Mondays- each club has a separate risk assessment following the guidance. The clubs include children who would be in after school club and the children will remain in their year group bubble.</p>	<p>Monitor &amp; review regularly</p> <p><b>Review shared with staff on 15.6</b></p> <p><b>Additional bubble of Yr 5 and pre-school from 29.6</b></p> <p>From 1st Sept, all children will be expected to return to school.</p> <p>Review PE curriculum and year overview.</p>	<p>SMT - weekly</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Has movement around the school been reduced?  (e.g. use of timetable, selection of classroom etc)</p>	X			<p>Class groups expectation to be shared with pupils' and reasons to move around the school have been limited or eradicated. Staff protocol addresses movement around school.</p> <p>Pupils passing each other briefly in a corridor or playground is relatively low risk but as a school we will try to avoid large groups of pupils mixing together in these spaces at the same time. School are staggering break and lunch times into year/key stage group bubbles where possible.</p> <p>The site manager will limit his movement and will only go into classrooms if it is urgent. All H and S jobs will be logged on Office 365 sharepoint.</p>	<p>Monitor &amp; review regularly</p> <p>Additional bubble of Yr 5 and pre-school from 29.6 (AC SMT link)</p> <p>Protocols to be shared on 1.9.20</p> <p>Break and lunchtime rota to stagger the amount of children in the playground at one time</p>	SMT - ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?	X			<p>Signage has been created for use around the site and within the building. Training has also been provided for staff so they understand expectations.</p> <p>Signs are in every toilet block re handwashing and one child at a time is allowed into the toilet. Handwashing to be supervised by an adult where possible. Promotion of good respiratory hygiene and regular handwashing (the catch it, bin it, kill it approach)</p> <p>Children have been regularly reminded of Hands, face and space message.</p>	Monitor & review regularly	SMT – weekly
Have assembly groups been staggered?			X	Assemblies have been disbanded until September, this has been extended until November. Zoom assemblies starting 14.9 for our shining star awards.	Any assemblies conducted via Zoom	AC

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered?	X			<p>As each year/key stage group has a dedicated outdoor space, break/lunchtimes will be staggered. Children who have sandwiches in the Juniors will eat in their classroom.</p> <p>No more than 6 in the staffroom at once and they must sit 2m apart. The use of the staffroom should be minimised.</p> <p>Tables will be cleaned in between groups in the dining hall and desks in classrooms will be wiped down during breaktimes.</p>	Monitor & review regularly	SMT - weekly

Have drop off and collection times been staggered?	X		<p>There will be staggered timings for each playground. Additional measures have been put in place to control access and flow of adults on site. This will be supervised by staff and all staff will have training on 1.9.20.</p> <p><b>From 1.6-</b></p> <p>The gates will be open for 5 minutes before the collection time and coloured cones will be placed 2m apart in the playground to demarcate where parents should stand in Reception and Year 1 bubbles. Year 6 and Keyworker parents to stand on the pavement 2m apart. This has been demarcated by tape.</p> <p><b>From 1.9-</b></p> <p>Beginning and end of the day staggering times apart from pre-school. Pre-school times remain the same.</p> <p>The school has three entrances to the school site:</p> <ul style="list-style-type: none"> <li>• <b>Gate 1</b> – Reception, Y1, Y2</li> <li>• <b>Gate 2</b> – Y3, Y4, Y5, Y6</li> <li>• <b>Gate 3</b> – Pre-school</li> </ul> <p>The school will have three start and finish times:</p>	<p>Monitor &amp; review regularly</p> <p>Additional bubble of Yr 5 and pre-school from 29.6</p> <p>Yr 5 to be in school Thurs/Fri only</p> <p>Pre-school are in daily</p> <p><b>From 1.9.20,</b> there will be staggered drop off and collection time based on year groups from the gates. Parents to be informed in advance via letter.</p> <p>Consideration for siblings to be taken into account.</p>	SMT - weekly
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>Reception arrive between 8.55-9.05am (depending on the class) in the reception playground</p> <p>Collection times are from 3.25-3.30pm (depending on the class)</p> <p>Year 1 drop off time 8.40am and collection time 3.10pm</p> <p>Year 2 drop off time 8.50am and collection time 3.20pm</p> <p>Year 3-6 will have a soft start in the morning and will be expected to arrive between 8.30am-8.45am.</p> <p>Collection times are from 3.15pm for Year 3, 3.20pm Year 4, 3.25pm Year 5 and 3.30pm Year 6.</p> <p>All staff must be ready to start their day with the children by 8.30am and be on the playground at drop off time</p> <p>Children will line up in socially distanced lines in the playground at the start of the day, after break and lunchtimes and the end of the day.</p>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	X			<p>As above. This has been detailed in a letter to parents/carers. The school office will be closed for visitors and appointments will need to be made in advance.</p> <p>A further letter to be detailed to all parents week beginning 13.7. Parents will be able to stand on the playgrounds and school will actively encourage social distancing. Encourage families to walk to school where possible.</p> <p>10.9 School have recommended to parents via email/letter to wear a face covering on site for drop off/collection</p> <p>17.9 Staff have been recommended to wear face coverings in the playgrounds</p>	Monitor & review regularly	SMT - weekly



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Visitors on site	X			<p>School will accept visits from peripatetic teachers, supply agencies, visiting teachers and specialist support staff including LA officers, social workers, therapists and school nurses.</p> <p>Visiting staff will have to adhere to school rules on social distancing where possible. Face coverings can be worn by visitors if requested.</p> <p>Visitors will complete a contact form for the purpose of track and trace in the event of an outbreak.</p> <p>The entrance area has wipes for the visitor to clean the touch screen. The area will be cleaned by the site manager every 2 hours.</p>		

<p>Have all unnecessary items been removed from classrooms and stored elsewhere?</p>	<p>X</p>		<p>All unnecessary items have been removed from the classrooms that will be used.</p> <p>Frequently used equipment such as pencils and pens, children and staff will have their own items that are not shared.</p> <p>Classroom-based resources such as books and games, can be used and shared within the class group, these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Any resources that are shared between classes, such as sports, art and science equipment will be frequently cleaned between group use or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics)</p> <p>Children will limit the amount of equipment that they can bring into school daily to essentials such as lunch boxes, hats and coats.</p> <p>Outdoor play equipment will not be used in September.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on</p>	<p>Monitor &amp; review regularly</p>	<p>All staff AC/MT walkround on 1.6.20. 8.6. 15.6, 23.6 On a weekly basis from 1.9</p>
<p><b>Equipment and resources</b></p>					

				handwashing and cleaning of resources apply,		
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<b>Infection control issues</b>						

<p>Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories? This includes BAME staff</p>	<p>X</p>		<p>Staffing health information was collected via questionnaire and health risk RAG rated. Red &amp; Amber category staff shall continue to work remotely for the foreseeable future. School should ensure that bubble leads are supported to have sensitive and comprehensive conversations with BAME staff. They should identify any existing underlying health conditions that may increase the risks for them in undertaking their face to face interaction with children or physically attend school, in any capacity.</p> <p>Most importantly, the conversations should also, on an ongoing basis, consider the feelings of BAME colleagues, particularly regarding both their physical safety, their psychological safety, and their mental health. BAME staff who are in the clinically vulnerable category are recommended to risk assess based on health condition and advice from their doctor, and adapt their working arrangements as far as possible. Face coverings can be worn if needed. PLEASE NOTE- Face covering is a covering of any type which covers your nose and mouth. It is not the same as the surgical masks or respirators used</p>	<p>Monitor &amp; review regularly</p> <p>RAG rate all staff needs and speak specifically to red, amber and BAME staff specifically</p> <p>Conduct welfare calls &amp; zoom meetings for remote staff when required- MB</p> <p>Wellbeing calls to vulnerable staff made on 23.6 to invite staff in to support well being and anxiety. Actions made for a gradual return to work.</p> <p>Staff COVID questionnaire July 20 to be handed out</p> <p>Whole school staff training on 1<sup>st</sup> Sept re expectations</p>	<p>HT</p> <p>SLT</p>
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			<p>by healthcare and other workers as part of personal protective equipment (PPE)</p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></p> <p>Attendance rules now apply for children and school is mandatory. School to remind parents, staff and pupils of the importance of staying home and not coming into school if symptomatic.</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><a href="https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year">https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</a></p> <p>School to communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.</p> <p>Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop</p>		
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic.</p> <p>Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.</p> <p>A record of which staff and children who have been tested and the result will be ongoing as part of our track and trace procedure.</p>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all soft furnishing/toys etc that are hard to clean been removed?	X			Classrooms have been set up with furnishings removed.  Any resources that are shared between classes/year groups, such as sports, art and science equipment will be frequently cleaned between group use or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics)	Monitor & assist as required	All staff - weekly
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	X			Deep clean of all areas was conducted at the start of lockdown. Further cleaning will be undertaken of areas prior to reoccupation over half term.  Deep clean will take place during the six weeks holidays.	Site Manager to conduct audit of areas to inform cleaning prior to reopening	MT – 01.06.20



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	X			<p>Site Manager to produce daily enhanced cleaning schedule which all cleaners will sign. All cleaning staff have a daily checklist. Dinner hall tables to be cleaned by dinner staff in between year/key stage groups.</p> <p>The entrance area has wipes for the visitor to clean the touch screen. The area will be cleaned by the site manager every 2 hours.</p> <p>Wipes are beside the photocopiers for staff to use after use.</p>	Site Manager to monitor & update HT/SBM with any issues	SMT - Weekly
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	X			<p>Anti-bac wipes available in the staffroom and cleaning packs put together for bubble use. Wipes are beside the photocopiers for staff to use after use</p> <p>Spot cleans throughout the day to be utilised to enhance cleaning of shared areas/touch points</p>	Monitor stocks of cleaning materials and order, with lead in time, as necessary	MT/DT – ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	X			All toilets have anti-bac soap dispensers installed as well as in more common areas near exit/entrance points. Sanitiser hand gel is available on entry to the school, each class has a bottle and the children's hands are sanitised upon entry to the school.  A hand sanitiser station has been set up for staff to fill up their own bottles.	COSHH assessment to be completed  MT/DT to monitor supplies on a weekly basis	MT/DT - 01.06.20
Is there a ready supply of tissues for pupils and adults?	X			Hand tissues are available and these will be available in each class.	Monitor stock levels and replenish as necessary  Ensure staff are trained in appropriate disposal of tissues from sneezing/bodily fluids	MT/DT - ongoing
Is contaminated waste disposed of regularly and appropriately?	X			Mid-day bin change by site manager who will be wearing appropriate PPE  All 'clinical' waste is double bagged and disposed of appropriately.	Monitor & review as necessary	MT/DT - ongoing

<p>Is an isolation room available should an adult or pupil become symptomatic whilst at school?</p>	<p>X</p>		<p>There are various rooms as the child or adult would be removed to the nearest room with an exit point (in order to avoid spread of infection around the school).</p> <p>The medical room by the front office are identified as a designated First Aid Zones. PPE will be stored in this room and windows will be opened for ventilation. This room can also be accessed without compromising any other group. The room will also be cleaned immediately after use before being used by any other child/adult.</p> <p>Each year group will have a first aid kit and relevant PPE.</p> <p>Attendance rules now apply for children and school is mandatory. School to remind parents, staff and pupils of the importance of staying home and not coming into school if symptomatic.</p> <p>If there is are confirmed cases of COVID-19, following advice from Public health, school will have to close the class group of children and staff who have been in close contact whilst they will be required to self-isolate. All PHE advice will be adhered to.</p>	<p>Monitor &amp; review regularly</p> <p>Provide training &amp; guidance for staff so that there is a shared understanding of the procedures &amp; approach</p> <p>Ensure first aid equipment, PPE and lidded/hazardous bin are available in the medical room as well as ensuring access to hand gel/soap and hot water</p>	<p>SMT – weekly</p> <p>MT.DT – 01.06.20</p>
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			<p>Close contact means-</p> <ul style="list-style-type: none"> <li>-direct close contacts-face to face contact with an infected individual for any length of time, within 1metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>-proximity contacts-extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>-travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>School will keep a record of which children/staff are in the bubbles for the purpose of track and trace.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>		
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			<p>If a child is asked to self - isolate or develops symptoms, you should get a test, and:</p> <ul style="list-style-type: none"> <li>■if the test delivers a negative result and the symptoms have gone, the child can return to school.</li> <li>■if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period).Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</li> </ul> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending</p>		
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>Staff advised by SBM re the correct procedures re wearing PPE and how to safely dispose of it</p>		
<b>Communication of Plans</b>						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents been informed of the drop-off and pick up protocols?	X			<p>Letter was sent to parents on 20.05.20 with information about procedures. All families who are offered a place will also be sent a written reminder of key guidance. All new parents to have a confirmation letter as and when their child is due to start school.</p> <p>Staff training to take place on 01.06.20 in small groups via Zoom so everybody understands the procedures.</p> <p>Staff deployed to control points to manage drop-off and pick up. Coloured cones to be set up in advance of gate opening so parent can stand by a cone in KS1 playground.</p> <p>Parents to be informed in writing week beginning 13.7</p> <p>14.9 Parents have been reminded about staggered times slots, one parent to collect/drop off and face coverings have been recommended</p>	<p>Share written letter and guidance with staff &amp; parents including social distancing guidance for parents</p> <p>Ensure staff training details procedures so there is a shared understanding</p> <p>Monitor &amp; review regularly</p>	<p>AC – 21.05.20</p> <p>SMT - weekly</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?</p>			X	<p>We do not provide transport. However, we shall issue regular reminders about the guidance we have established about minimising contact, use of PPE and maintaining social distance etc Parents will be advised to be mindful of a chance of interaction between others at drop off and pick up times. Park and walk accordingly. Pupils and staff are encouraged to avoid public transport where possible. If there is no alternative, they should follow NHS advice re safe travel and wear a face coverings when travelling.</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>Share information &amp; guidance as necessary</p>	<p>AC - ongoing</p>



Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	X			Information and guidance was sent 20.05.20 and as when more places are offered. Staff will monitor site access during certain times of the day. <b>From 1.9</b> Only 1 parent will be asked to collect their child. Parents reminder to not stand on the playground in groups unnecessarily and maximum limits imposed at any one time where this is necessary. The office is closed for visitors unless there is a pre-arranged appointment. <b>14.9</b> Reminder sent to parents	Feedback to parents & offer regular reminders  Make it clear to parents that being too early and hanging around/on the playground will not be permitted.	AC/SLT/Admin - ongoing
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	X			As above	As above	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?</p>	X			<p>Information shared with the staff via email (inc. Staff Protocols &amp; Guidance)</p> <p>01.09.20 planned for ALL STAFF (without children in) on 01.09.20 so all scenarios can be explored.</p> <p>Staff have been consulted re social distancing guidance and the risk assessment.</p> <p>18.9 Staff advised of refined and narrower bubble arrangements as part of the weekly review</p> <p>28.9 Governor update</p>	<p>Update training overview for staff and timetable bubble for the days allocated</p> <p>Monitor &amp; review procedures as necessary</p> <p>Regular emails shared with staff to update</p>	<p>AC – 1.9.20</p> <p>SMT - weekly</p>

## Part 2: Template /Model RA

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Grove Vale Primary

Assessment Date: **14.9.20**

Name of Assessor(s): **Alison Connop and Darren Thorpe**

Assessment Ref No: **7**

### Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected /	Teaching, non-teaching staff, children, cleaners,	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of</li> </ul>	<ul style="list-style-type: none"> <li>Any defects or faults are reported, and equipment taken out of use.</li> </ul>	All staff - ongoing	1	2	2	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
serviced within the recommended timescales	cooks, parents, visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	all plant and equipment. <b><u>This has been continued and maintained as the school has not been completely closed or locked down at any point.</u></b> <ul style="list-style-type: none"> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school.</li> </ul>	See <u>School Premise Logbook</u> for further guidance.					
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc)	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review and fire drill has been practised during ‘partial’ opening.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced by the end of Sept to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> </ul>	HT – 1 <sup>st</sup> week of June.	1	5	5	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
due to self-isolation and/or shielding.	Illness, infection, fatality	<ul style="list-style-type: none"> <li>First aid needs assessment regularly reviewed. First aided checklist created and shared.</li> <li>Paediatric First Aid back up protocols are in place ready to be deployed as necessary. There is a paediatric trained team on site.</li> <li>Whole school first aid training on 1.9.20</li> <li>Staff to wear PPE when administering first aid</li> </ul>	Refer to Fire Risk assessments & First Aid policy/checklist for further guidance	SLT – as and when need arises				
Unable to meet social distancing rules and/or the virus is transmitted from person to person	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>School drop-off/collection times are staggered to minimise numbers and children have been arranged in to year groups to minimise amount of children in a particular at any one time.</li> <li>Drop-off/collection zones to encourage social distancing, areas of the school have been zoned to ensure year group boundaries are clear and staff</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows/space permits, lessons will be conducted outside of the classroom.</li> <li>Each year/key stage group has a dedicated outdoor space and toilet block</li> <li>Regular reminders sent to parents prior to school opening and during next few weeks that outlines the new regime (e.g. maximum 1 adult per child) and</li> </ul>	Teaching staff – daily  HT – prior to 1 <sup>st</sup> June & ongoing	3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>trained to marshal control points.</p> <ul style="list-style-type: none"> <li>• Face coverings recommended for parents who are on site to drop off/collection</li> <li>• Separate entrance and exit routes are in place and will be observed by SLT on site</li> <li>• Re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible.</li> <li>• Interactive assemblies and group gatherings are disbanded. Reasons to leave the classroom have been mitigated and contact measures introduced (telephones) so SLT support can be gained.</li> </ul>	<p>importance of them sticking to the protocols. This will be reaffirmed through any communication.</p> <ul style="list-style-type: none"> <li>• If a child or adult is a confirmed case of COVID-19, isolate and send group home to self-isolate for 14 days.</li> <li>• Staff availability RAG rated, based on current Government guidance, in line with information. Review and update regularly.</li> <li>• Specific risk assessments and arrangements to be confirmed for pupils with additional needs or SEND or specific care needs. This will include information about PPE and health management if appropriate</li> </ul>	<p>SMT – ongoing</p> <p>AC/DT – weekly</p> <p>SP – As required</p>				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>PPE will be available for use when attending to a child's personal care needs. Face coverings can be worn if needed by staff. Staff advised by SBM re the correct procedures re wearing PPE and how to safely dispose of it</li> <li>Children will eat lunch in their classroom/hall and will only access their dedicated outdoor space.</li> <li>One-way system in place around the school where necessary to minimise close contact between adults and pupils.</li> <li>Signage has been introduced to show which areas are restricted, which areas have a maximum capacity and to remind individuals of social distancing. Further posters have been added around the school to remind staff, children</li> </ul>	Check all toilet blocks have signs	MT-1.9.20				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>and visitors of key Government guidance.</p> <ul style="list-style-type: none"> <li>• Playground has been zoned to encourage social distancing with guidance available for staff. Fixed &amp; portable equipment restricted or limited during these times including the trim trail and benches</li> <li>• Signs are in every toilet block re handwashing and one child at a time is allowed into the toilet. Handwashing to be supervised by an adult.</li> <li>• Parents and visitors will need to make an appointment to enter the building.</li> <li>• Pre- arranged appointments will be expected for visitors and expectations will be shared</li> <li>• Regulate access to areas where it is difficult to maintain social distancing (toilets, stairwells, staffroom etc) and ensure enhanced cleaning in</li> </ul>	<p>Visitor guidance to be created and issued as and when appropriate.</p> <p>Poster stating 6 person limit with 2m rule to be placed in the staffroom</p>	<p>DT-1.9.20</p> <p>MT- 1.9.20</p>				



Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>place (e.g. lunchtime cleaning for shared areas)</p> <ul style="list-style-type: none"> <li>Communicate new ways of working to all staff, through posters, emails and briefings.</li> <li>Maintain any meetings via Zoom to avoid mass gatherings of staff and/or colleagues.</li> <li>If 1:1/pastoral support is required, children should only be moved immediately outside of their class group (ideally to an outside space) and hands washed before/after. PPE to be used when attending to a child's personal care needs.</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the "catch it, bin it, kill it" protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have liquid soap and /or soap available.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly briefings &amp; regular reminders, to children and staff, about the importance of good hygiene practices including hands, face and space. Timetable provision to ensure that this happens frequently throughout the day as well as on entry to the school.</li> </ul>	HT/SLT – weekly & ongoing	2	4	8	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at key control points, e.g. main entrance, in shared areas and by the staffroom</li> <li>Use of PSHE lessons to promote and teach pupils the importance of good hygiene practices.</li> <li>Reception desk/area has glass windows which, when opened, help ensure maintain a 1m+ distance. Visitors to the school are discouraged and other communication channels promoted where possible .</li> <li>Only rooms with windows utilised where possible in order to aid ventilation.</li> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas including the front</li> </ul>	<ul style="list-style-type: none"> <li>All children &amp; staff to use allocated year group/staff toilets.</li> <li>Regular checks made to ensure there is sufficient stock of soap, hand gel, cleaning equipment &amp; PPE.</li> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air by the site managers</li> <li>Cleaners to wear gloves whilst cleaning and these should be available in staffroom and shared areas.</li> <li>Dishwasher to be promoted rather than use of sink to handwash cups</li> </ul> <p>Refer to Government guidance on <a href="#">Health protection in schools and other childcare facilities</a> for further information.</p>	Site Manager - ongoing				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>entrance (e.g. door handles, bannisters, etc)</p> <ul style="list-style-type: none"> <li>• Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>• Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) and limit access to these areas where possible, e.g. encourage use of LSAs for photocopying rather than all staff.</li> <li>• Staff are able to use kettles/Urn to make drinks but need to use wipes and only use their own cup.</li> <li>• Limit/restrict the use of physical resources in classrooms inc. items brought in from home,</li> </ul>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>e.g. lunch boxes and work. Any water bottles to be taken home.</p> <ul style="list-style-type: none"> <li>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> <li>Children to wear a school uniform and come into school in PE kit on their PE day plus Feel good Friday</li> </ul>						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Meetings organised to ensure staff are supported who have worked remotely</li> <li>Maintain levels of communication for team gatherings, e.g. weekly zoom meetings for teaching staff</li> <li>Ensure staff have weekly safeguarding updates</li> <li>Managers to ensure employees are aware of the following</li> </ul>	<ul style="list-style-type: none"> <li>Make referrals to OH or other services where required or where concerns have been raised from welfare calls.</li> <li>Weekly safeguarding updated for relevant staff</li> <li>Refer to Stress policy for more information.</li> </ul>	KT/MB to check remote staff as necessary	2	3	6	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>advice and ensure all guidance is adhered to</p> <ul style="list-style-type: none"> <li>• Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>• Changes in new school protocols explained to children and individual support made available when/if needed.</li> <li>• Refer to school Stress Policy for support, guidance and procedures with individual issues.</li> </ul>						
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>• Safety of the injured/affected to be prioritised during incidents</li> <li>• Social distancing is not required when attending to emergency situations</li> <li>• People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>			3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> <li>• PPE should be worn by all first aiders before treating injury IF it is not detrimental to the health of the injured person in doing so. Staff advised by SBM re the correct procedures re wearing PPE and how to safely dispose of it</li> <li>• First aid/ PPE pack for each year group</li> <li>• The medical room is a first Aid Station so that PPE, first aid and any other equipment is easily accessible in one place. This room should be used if injured person needs a level of support that cannot be dealt with in the immediate location (try to contain in the bubble).</li> <li>• Additional hazard disposal bins will be in situ and the station will be cleaned after each first aid incident.</li> </ul>						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>• If a child's personal care needs require close contact</li> <li>• if a child becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if social distancing cannot be maintained.</li> <li>• If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from</li> </ul>	•		3	4	12	

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> <li>• Where appropriate, child should be moved to the nearest 'isolation' room with an exit and windows for ventilation until collected to go home. Any areas accessed will need to be restricted until a deep clean has taken place.</li> <li>• Rest of the group to be isolated for 14 days if there is a confirmed case.</li> <li>• Regular handwashing is to be strictly adhered to. Use of gloves should be for the sole purpose of administering first aid. Each pair of gloves needs to be single use and disposed of safely after use. Wearing gloves as a safety measure</li> </ul>						



Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>in fact does not mitigate risk, this is especially relevant if the same pair of gloves are being used.</p> <ul style="list-style-type: none"> <li><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></li> </ul>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
19.05.20	Alison Connop, Darren Thorpe, Sharan Gosal	
1.6. 20	Alison Connop, Darren Thorpe, Louise McCarthy, Hina Patel and Sharon Gosal	Amendment on 2.6 re BAME staff
8.6.20	Alison Connop, Darren Thorpe	No change
15.6.20	Alison Connop, Darren Thorpe	Amended number of pupils using a toilet block from 8 to 10 children
23.6.20	Alison Connop, Darren Thorpe	Amended to reflect pre-school and Year 5 attending school
8.7.20	Alison Connop, Darren Thorpe	Amended to reflect the reopening from 1 <sup>st</sup> September 2020 guidance
28.8.20	Alison Connop, Darren Thorpe	Amended to clarify face coverings guidance
31.8.20	Alison Connop	Amended to reflect guidance update on 28.8.20

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14.9.20	Alison Connop	Amended and updated following local lockdown guidance on 11.9.
17.9.20	Alison Connop	Amended and updated to include narrower bubble groups