

Return to school risk assessment

School	Newbridge Primary School	Assessment Date	21 st May, 2020	Completed by:	Gill Kennaugh and SLT
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THIS MODEL RISK ASSESSMENT NEEDS TO BE UPDATED REGULARLY IN ACCORDANCE WITH GOVERNMENT ADVICE.

IT SHOULD SUPPLEMENT ANY EXISTING RISK ASSESSMENTS IN EDUCATIONAL SETTINGS.

IT IS NOT A GENERIC RISK ASSESSMENT THAT JUST APPLIES TO EVERY SETTING. IT IS IMPORTANT THAT HEADTEACHERS/MANAGERS GO THROUGH AND ADAPT THE RISK ASSESSMENT FOR THEIR OWN SCHOOL OR EARLY YEARS SETTING.

IT IS STRONGLY RECOMMENDED THAT YOU INVOLVE EMPLOYEES IN THE RISK ASSESSMENT PROCESS. ONCE COMPLETE SHARE THE FINDINGS AND PROVIDE ANY INSTRUCTION NEEDED TO IMPLEMENT MEASURES. LOCAL MONITORING MUST ALSO FOLLOW TO ENSURE MEASURES ARE IMPLEMENTED AND CONTROLLING THE RISKS.

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
Incomplete H&S compliance checks	All attending school	Meeting held with site manger 21/5/20 to ensure all statutory compliance checks are up to date: Fires Safety, Legionella, Playground Equipment, Radon	Emergency electrical testing to take place HSE's classroom checklist to be completed	May 29 th - DC	Completed on date
Contracting Covid-19 virus	All attending school by contracting the virus through: contact with an infected person or touching contaminated surfaces	Following up to date Government guidance by:			
		Inform parents and staff of Covid-19 symptoms	Information in staff and parent updates	GK - On-going	
		One adult household member dropping off and collecting pupil Signage to inform on gate.	Message in parent letter KL	GK 27th May 1st/2 nd June	Completed on date
		Staff to maintain 2m distance from other staff and pupils whenever possible	Message in parent letter Training to staff	GK 27 th May Training dates 3rd/4th/5th June	Completed on date
		All personal pupil possessions to be stored at individual child's desk/area. Possessions limited to: waterproof coat, hat, water bottle, lunch box (if	Message in parent letter Training to staff	GK 27th May Training	Completed on date

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		required), small bag, exercise books x 2, and reading books for Year 6.	Messages to pupils on start	dates 3rd/4th/5th June	
		Classrooms measured as to limit seats at 2m distance 2m distance set between each child's seat in each room	Site manager to check SLT to check Staff member On-going checks	DC SLT Staff member - On-going	
		Same desk for each child, each day	Message in parent letter Training to staff	27th May 1 st – 3 rd June	Completed on date
		Individual resource packs for individual children. Pack includes: pencil, pen, rubber, sharpener, colouring pencils, felt tips, 100 square, phoneme mat, word card, number line	Packs checked by SLT Message in parent letter Training to staff	22 nd May 27th May 3 rd , 4 th and 5 th June	Completed on date
		Designated internal space/room for each group	Message in parent letter Training to staff	1 st June – SLT 3 rd /4 th /5 th June	Completed on date
		Designated external space with designated equipment for each group. Gazebos erected, where possible, for shade and shelter.	Message in parent letter Training to staff	1 st June – SLT 3 rd /4 th /5 th June	Completed on date
		Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	Message in parent letter. Training to staff Check hygiene products Install hand wash station at entrance Order 15 dispensers	27th May– GK Staff training 3 rd /4 th /5 th June 22 nd May Half term DC 21st May	Sinks being installed at front entrance 15 th June
		Designated unisex bathrooms for each group and staff	List in staff handbook	For 1 st June	Completed on date
		'Timetabled' slots for toileting for each group	List in staff handbook Letter to parents	For 1 st June 27th May	Completed on date

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		Designated hand washing facilities for each group	List in staff handbook	For 1 st June	Completed on date
		Hands washed on arrival to the setting and prior to entering classrooms.	Hand-washing trough if available by gate	For 1 st June - GK	External sinks being fitted 15 th June
		Hand washing training in place. Reviewed guidance on hand cleaning	Staff training	3 rd /4 th /5 th June	Completed on date
		Hand washing/sanitiser on entry/exit and prior to eating, after eating, after sneezing, after coughing, after playtime, after being outside (always advise against touching face)	Staff training Pupil training	3 rd /4 th /5 th June When open	Completed on date
		Pupils and adults reminded not to touch their mouth, eyes and nose	Staff training Pupil training	3 rd /4 th /5 th June When open	Completed on date
		Reinforcement of good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Staff training Pupil training	3 rd /4 th /5 th June When open	Completed on date
		Age appropriate safety posters for guidance displayed	Designed, printed and displayed	By 1 st June GK/KL	Completed 5 th June
		Flip chart safety message each morning, for each group, led by staff member	Make flip chart (Twinkl if needed)	For 3 rd June	Completed on date
		Adult to wash hands before distributing fruit snack, and afterwards	Staff training/handbook	For 3 rd June	Completed on date
		Minimised contact by having limited, named adults with groups	Complete rota/disseminate	5 th June	Completed on date
		Planned staggered breaktimes and lunchtimes	Staff training/handbook/disseminate Letter to parents	For 3 rd June 27 th May	Completed on date
		Planned staggered arrival and departure times	As above		
		Staff aware of access to testing arrangements via NHS 111/Public Health	In staff handbook and as distributed	6 th June	Completed on date

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		Follow COVID-19: cleaning of non-healthcare settings guidance followed and PPE information released by Public Health SW on 28/5	Dave Clark, Tracey Lynch to read. Send again to Direct Cleaning. Direct cleaning to advise staff. Newbridge staff retrained, if required to clean – not required at this time. SLT delivered PPE document to staff on 2/5.	21 st May - On-going	Completed on date
		Rota of cleaning across the site to include cleaning frequently touched surfaces often using standard products, such as detergents and bleach. (e.g. cleaning of surfaces that pupils and young people are touching, such as equipment, desks, chairs, doors, sinks, toilets, light switches, bannisters)	DC to create cleaning checklist/rota for all areas of school. Timings established for toilets each hour. Cleaning schedule and signing sheet displayed.	For 1 st June – DC/SBM SLT to check regularly	Completed on date
		Have discussed with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Meet operative supervisor to confirm additional cleaning arrangements in half term and beyond. Request Direct Cleaning risk assessment and evidence of training given.	21 st May – GK/JH 25 th May - GK	Completed on date
		Doors propped open during the school day, where safe to do so, with consideration of fire and safeguarding issues, to limit use of door handles and aid ventilation. Doors to be closed in the evening – as approved by Graham Winter. Avon Fire and Rescue Service to check revised evacuation procedures.	DC to check fire safety implications. GK/JH to discuss with H&S	22 nd May 26 th May	Completed on date 4/5/20 – DC signed off
		Supervising and supporting young pupils in cleaning hands thoroughly	Staff training Pupil training	1 st – 3 rd /6 When open	Completed on date From 8/6
		Pupils will not wear Fitbits, watches, etc. to avoid transmission and to support thorough hand washing	Letter to parents	27th May	Completed on date

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		Have engaged parents and pupils in education resources such as <u>e-bug</u> and <u>PHE schools resources</u>		On-going	
		Reduce the use of shared resources: <ul style="list-style-type: none"> Shared resources will not be taken home or exchanged between children, young people and staff Limit resources shared between staff – and promote hand washing following this 	Letter to parents Staff training	27th May 3rd/4th/5th June	Completed on date
		Recommend to parents and staff that clothes are washed daily.	Letter to parents	27th May	Completed on date
		Isolate anyone with symptoms of Covid-19 or any other symptoms. Staff displaying symptoms to leave site. Rooms allocated (1:1 workrooms) Parent/carer to be contacted to collect pupil immediately. Up to date contact numbers gathered from parents.	Letter to parents Staff training – use of PPE double bagging, ventilation, etc. Letter to parents	27th May 3 rd , 4 th and 5 th June	Completed on date
		Staff allowed to carry mobile phone to support 'track and trace' for personal safety. Staff allowed mobile phone in base/outside for emergency communication to SLT or school office	Staff training Staff Handbook	3 rd , 4 th , 5 th June	Completed on date
		Parents/Carers to apply suncream to pupils before arriving at school	Parent letter	27th May	Completed on date
Cleaning	Cleaners and all others attending school	Following PHE and PHE SW guidance. Cleaning schedule in place. Correct cleaning materials, disposal cloths, colour coded cloths for different areas, etc. Covid-19 risk assessment received from Direct Cleaning		DC to oversee.	Completed
Waste	All attending the school who may be in contact with it	Following PHE and PHE SW guidance, adequate facilities for the disposal of waste and PPE and adequate storage procedures prior to collection. Pedal bins supplied to all group bases.	Staff need to be aware of storage and dates need to be recorded Waiting delivery week beginning 8/6.		Storage to be confirmed with DC 8/6

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Group sizes		Currently the plan is for pupil groups to remain consistent as possible and to be staffed by a limited number of adults.	Staff rota disseminated On-gong review of rota dependent on pupil and staff numbers.	SLT – on going	Completed on date
		Currently each group will have the same designated area, each day, internal and external	DC to mark out field into seven areas	DC Half Term	Completed
		Chairs to be spaced 2 metres apart, and checked and adjusted regularly	On-going checks by staff	On-going	On-going
		The daily learning plans will be delivered as much as possible each day.	Office to print plans.	On-going	
		<ul style="list-style-type: none"> • To avoid transmissions there will be: <ul style="list-style-type: none"> ○ Limited shared resources within a group ○ No pupil books marked/handed by staff ○ Activities that are in line with safety guidance ○ Promotion of use of the outdoors whenever possible ○ No assemblies ○ Reduction of movement around the building/site ○ Routes established for staff members ○ Staggered break times ○ Lunch in designated area ○ Planned drop-off and pick-up protocols that minimise adult to adult contact ○ Staff lanyard not to be worn, but in possession of staff member ○ Advice provided to staff about personal dress code to reduce risk of transmission e.g. scarves and watches 	Staff training Staff handbook	3 rd /4 th /5 th June	Completed on date
		Have removed unnecessary items from classrooms; including soft furnishings, soft toys, books, games, shared resources and toys that are hard to clean (such as those with intricate parts)	Staff training Staff handbook Checked by SLT	3 rd /4 th /5 th June	Completed on date

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Pupils arriving/leaving school at start and end of day	All parents/carers/pupils being dropped off at school or arriving by school transport e.g. buses taxis	A plan has been coordinated for staggered drop-off and pick up times	Letter to parents Staff training	27th May 3 rd /4 th /5 th June	Completed on date
		Parents and pupils will be advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	Letter to parents Staff training	27th May3 rd /4 th / 5 th June	Completed on date
		Only one adult household member to drop off and collect	Letter to parents	27th May	Completed on date
		Parents advised that they cannot gather at the entrance or gates to school	Letter to parents	27th May	Completed on date
		Parents only have very limited access to a controlled area on the driveway for dropping off/collecting	Letter to parents Make video for parents	27th May	Completed on date
		2m markings by entrance to ensure social distancing and display of guidance	Markings displayed	By 1 st June	Completed on date
		If two siblings from different year groups are attending, pupils come at the latest pupil's allocated time and leave at the earliest pupil's allocated time.	Letter to parents	27th May	Completed on date
Other visitors including parents/suppliers/contractors arriving at school	All staff, pupils and visitors/contractors	Signage on gate tells visitors not to enter the setting if they are displaying any symptoms of coronavirus.	Redo signs (no tail-gating)	1 st June – KC/DC	Completed on date
		All visitors to the site must be controlled by electronic entry system. No deliveries/delivery personnel in school building – unless authorised.	Office Staff training	1 st June	Completed on date - On-going
		Site manager to inform visitors to site of infection control procedures on site	Staff training List of regulations for visiting site required – DC	1 st June	See DC for new procedures
		Record date, contact name and contact details for visitor, and request they contact the school if they subsequently become symptomatic.	If possible provide separate toilet & hand washing facilities for visitors and contractors. Provide visitor / supplier / contractor with a designated point of contact and phone		See DC for new procedures

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
			number Unless an emergency ensure all contractors works are carried out 'outside of normal working hours'		
Entering and exiting school/classrooms	All staff, pupils, visitors/contractors	Entrances/exits agreed for all groups	Staff training Staff handbook Pupil training	3 rd /4 th /5 th June 1 st June When open	Completed on date
		One-way circulation, or dividing markers in place when necessary to demarcate flow of pupils, staff and parents	DC/KL/GK – mark out site	1 st June – 5 th June	Completed on date
		Staggered breaks to ensure that any corridors or circulation routes used, have a limited number of pupils/staff using them at any time	Staff training Staff handbook Pupil training	3 rd /4 th /5 th June 1 st June When open	Completed on date
Large gatherings in school hall/dining area/internal and external sports facilities	All staff, pupils, visitors, contractors	There will be no large gatherings Communal spaces are not being used	Staff training Staff handbook Pupil training	3 rd /4 th /5 th June 1 st June When open	Completed on date
Using toilets	All staff, pupils, visitors, contractors	Groups allocated specific toilet to use. Signs displayed on each door to note which groups can use.	Staff training Staff handbook Pupil training	3 rd /4 th /5 th June 1 st June When open	Completed on date
		Group supervised so there is no crowding in the toilet/or area	Staff training Staff handbook Pupil training	3 rd /4 th /5 th June 1 st June When open	Completed on date
		Site manager and cleaning team to provide regular cleaning of toilet area	Cleaning rota to be established, and displayed	1 st June - On-going	Completed on date

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		Hygiene materials checked and replenished regularly	DC to check regularly. Staff members to report low stock	On-going	
		Hygiene signs to promote cleanliness displayed	KL/GK/DC	1 st June to 5 th June	Completed on date
Pupil behaviour	All staff pupils, visitors, contractors	Behaviour Policy updated to align with Covid-19 safety rules and shared with parents via website, staff and pupils.	Amend current policy – put on website. Staff training Parent letter Pupil training	By 1 st June 27th May When open	Completed on date
Meeting in staff room and offices	All staff, visitors and contractors	In exceptional circumstances for training around Covid-19, staff meetings will be held in a large hall or outside, with limited numbers, complying with social distancing.	Planned meetings for training for training to be disseminated.	ASAP	
		Meetings will be held via Teams at agreed times	Times to be agreed	1 st June GK/SLT	TBA
		Use of staff communal spaces will be limited and staggered. Social distancing will be promoted at all times.	Staff Handbook Staff training	3rd/4th/5th June	Completed on date
Transporting pupils to school	Driver, guide escort and pupils	Parents and carers strongly encouraged to walk to school	Parent letter	27th May	Completed on date
		No scooters or bikes will be allowed on site			Completed on date
Poor mental health	Staff/pupils/parents/siblings due to concerns over Covid 19 and changes being made in schools	All new safety routines communicated to staff via written communication or training on site	Staff handbook Training on site	3 rd /4 th /5 th June	Completed on date
		Staff and pupils updated on any routine safety amendments.	On-going	On-going	
		Bereavement support available – trained staff member on site			
		Ways promoted for staff and pupil/parents to access support for well-being – as per weekly newsletter School Nurse, Compassionate Communities, Assured Health, Kate Murphy,	On-going		
		SLT promote and understand their duty of care to staff, pupils and parents/carers (as per weekly update to parents)	On-going		

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
Clinically extremely vulnerable pupils and staff	Staff/pupils	Staff health risk assessments completed	Final list to be collated for final staffing ratios. CH to contact staff known to be in this category,	22 nd May	Completed on date
		Parents and staff will follow medical advice if in this category	Letter to parents CH to contact staff known to be in this category,	27 th May	Completed on date
Clinically vulnerable individuals	Staff/pupils	Staff health risk assessments completed	Final list to be collated for final staffing ratios	22 nd May	Completed on date
		Parents and staff to follow medical advice if in this category	Letter to parents	27 th May	Completed on date
Other vulnerable categories	Staff	HR advice sought around staff members who are black and minority ethnic	CH to contact FS4S	21 st May	Completed on date
		Risk assessments completed for 1:1 provision of high need pupils. Measures in place to support adaptations for returning pupils to new environment. PPE supplied to group base. Allocated resources for individual children. Correspondence with parents.	Meet with SENDCo for further action	22 nd May to 5 th June GK/JH/AB	Completed on date
Fire Safety	Staff/pupils	All staff and pupils informed of exit routes from building in event of a fire. Specifically revised fire evacuation and drill. In an emergency situation and to hasten evacuation, social distancing may not be possible. Fire drill to be held after opening to rehearse.	Revised exit routes to be drawn-up and displayed. Staff training. Staff handbook DC/GK/JH	22 nd May 3 rd /4 th /5 th June	
		Staff to inform pupils of fire drill procedures Fire marshals agreed	Pupil training. SLT to agree named fire marshals	When open By 1 st June	

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
First Aid/Medical	Staff/pupils	All rooms equipped with: Basic first aid kit Accident report book Bumped head letters/stickers Indemnity Form Communication Book Individual Health Care Plans	Make-up first aid kits for each room Distribute letters and copies of plans to appropriate rooms. Staff handbook	By 3rd June By 3rd ^t June	Completed on date
		Medical Rooms to be used for more serious accidents. Member of staff to wear gloves, apron and compliant face mask.	Staff training Handbook	3 rd /4 th /5 th June	Completed on date
		Parents informed to bring medication back to school e.g. inhalers and epi-pens and these will stay at school.	Letter to parents	27th May	Completed on date
		Any prescribed medications that need to be administered, need to be discussed with parent and the risk assessed.	Letters to parents Email/telephone conversation as required.	27th May As required - SLT	
		Parents emailed indemnity form when necessary	As required		
		Parents asked to update office, via email on any medical changes	As required	By 1 st June	
Staff sign in/out		Staff to use top gate, if arriving or leaving during pupil arrival and departure		By 1 st June	Completed on date
Member of a class becoming unwell with COVID19	Staff/pupils by possible contamination	Guidance from PH and PH SW being followed.			Completed on date
		Isolation rooms or outside space identified for pupils displaying Covid-19 symptoms	Staff training	3 rd /4 th /5 th June	Completed on date
		Staff trained in isolation procedures (ventilation of room, use of PPE, distance from child, PPE disposal, cleaning)	Check compliance of PPE – DC	3 rd /4 th /5 th June	Completed on date
		GOV.UK/PH SW use of PPE document provided to all staff	Staff training	3 rd /4 th /5 th June	Completed on date
		Required staff trained to clean area in accordance with government guidelines COVID-19: cleaning of non-healthcare settings guidance (and in line with union advice)	Staff training Support staff well-being – open communication		
PPE	Staff/pupil by incorrect use or no appropriate	Staff appropriately trained in correct use of PPE which includes gloves, apron and face visor/mask – PH SW document	Seek H&S advice on training	By 22 nd May 3 rd /4 th /5 th June	Completed on date

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	PPE available	Pupils will not wear face-masks on site in line with government guidance	Parent letter	27th May	Completed on date
		PPE equipment meets appropriate standards	DC to check compliance	By 22 nd May	Completed on date
		Adequate supplies maintained	DC and TL to check and monitor	On-going	
		Guidance from PH England being followed.			
Legionella	All staff/pupils/visitors/contractors due to legionella bacteria	Regular temperature checks and flushing of the hot and cold water systems 'little used outlets' is being undertaken in accordance with legionella written scheme and risk assessment.	On-going maintenance checks to continue Consider additional water system re-commissioning works if water systems haven't been in regular use /periodically flushed prior to re-opening of the School. Referred to LCA document 'LCA Guidance for members on Reopening Buildings' 13/05/20	DC	
Lack of qualified first aiders	All staff/pupils due to limited access to appropriately qualified staff	A list of in date first aiders will be displayed	JH to obtain from CH Staff handbook	JH by 22 nd May	Completed on date
		Confirmed first aiders on site, including paediatric trained	See above		Completed on date
Catering facilities	Staff and pupils	Newbridge trained staff operating in kitchen			
		All pupils will eat either in designated classroom or designated outdoor space. School food will be brought to entry of classroom and collected.	Letter to parents Staff handbook	27th May 3 rd /4 th /5 th June	Completed on date
		Packed lunch from home will be kept on desk/under. Packed lunch will be eaten in designated classroom/designated outdoor area	Letter to parents Staff handbook	27th May 3 rd /4 th /5 th June	Completed on date

What are the hazards?	Who might be harmed?	What are you already doing?	What further action is necessary?	Action by whom and by when?	Date Completed/ Outcome
		Social distancing observed in kitchen area	Staff training	3 rd /4 th /5 th June	Completed on date
		Cleaning routines in line with food safety standards	GK to meet with kitchen manager	22 nd May	Completed on date
		SMSA trained in use of cleaning products	DC to revisit training with staff	w/C 8 th June –DC	
		If cook absent, identified cook available If kitchen assistants absent, staff/volunteers trained with food and hygiene	TBD List of available staff/volunteers required	By 3 rd June	

Assessment Next Review Date: On-going

Assessor:

Manager: