**RISK ASSESSMENT PROCESS FOR RETURN TO SCHOOL FOLLOWING COVID CLOSURE**

**Risk Procedures and Risk Assessment**

*There were four stages identified during the COVID crisis used in the period prior to school closures, and these remain valid when considering the re-opening of the schools.*

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| **Response Stage**  | **Trigger**  | **Key Actions**  | **Who**  | **Notes**  |
| **STAGE 1: General**   | None (everyday hygiene and procedures)  | * General reminders for hygiene
* Effective handwashing facilities and soap available
* Follow usual absence periods for sickness
* Enforce 48hr after symptoms have stopped for all sickness, diarrhoea etc.
 | HTSite ManagerAdmin |   |
| **STAGE 2: Prevention** | **Where an increased risk is present** * Increased absence rates of pupils or staff
* Local increases in sickness e.g. flu, gastric, coronavirus
* Public health alerts
* Suspected cases of specific illness in school or within the community (eg.coronavirus / gastric)
 | * Increase reminders for hygiene procedure
* Communication with key people including key information (staff, pupils and families, visitors to the site)
* Specific hygiene lessons in class
* Increased encouragement of handwashing before eating of food
* Enforce 48hr after symptoms have stopped for all sickness, diarrhoea etc.
* Consider the types of trips/visits and events and make changes as necessary (e.g. those where lots of close contact / touch points)
* Daily review of the situation
 | HTSLTAdminStaff |   |
| **STAGE 3: Mitigate/ Delay** | **Where a significant risk is present**  * direct case or increased likelihood of cases
* Public health advice for restrictions
 | Consider reducing contact situations: * Assemblies
* Carpet time
* School events - Trips/Visits/Visitors

Consider: * Any screening measures e.g. use of a thermometer in school.
* Increasing time of exclusion from school for those with symptoms (beyond 48hrs to the recommended timescale given by Public Health)
* Sending home any children with *any* symptoms
 | HTSLTSite ManagerCleaning Service |   |
|  |  | - Additional Cleaning including deeper cleans  |  |  |
| **STAGE 4: Containment** | **Where specific and/or significant changes or restrictions need to be in place**. * High levels of sickness
* High rates of absence
* Significance of danger of disease or illness
 | * Part / full closures of site / classes
* Deep cleans
* Closure of lettings and building use
* Reduction or exclusion of visitors
 | HTChair ofGovernors |   |
| **STAGE 5****Resumption** | **Where restrictions remain in place, but start to be relaxed**Public health advice for restrictionsPossible high levels of sicknessSignificant, but reduced danger of illness | Maintain Stage 3 key actions and consider ways to:* Maintain social distancing
* Reduce numbers in classrooms
* Teach outside
* Distance staff working in admin offices
 | HTSLTSite ManagerStaff |  |

**RISK ASSESSMENT**

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| **MATRIX:** tables below for guidance on risk rating scores.

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| LEGEND  |    |
| I  | Impact  |
| P  | Probability  |
| **Impact**

|  |
| --- |
| **or Consequence**  |

**(** |
| Description | Indicators  |
| 5 (Major) | The risk has a ***major*** impact if realised |
| 4 (Significant) | The risk has a ***significant*** impact if realised |
| 3 (Moderate) | The risk has a ***moderate*** impact if realised |
| 2 (Minor)  | The risk has a ***minor*** impact if realised |
| 1 (No consequence) | The risk has ***no consequence*** impact if realised  |

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| **Probability (or Likelihood)**  |
| Description | Indicators  |
| 5 (Very Likely)  | The risk ***will*** emerge |
| 4 (Likely) | The risk ***should*** emerge  |
| 3 (Unlikely) | The risk ***could*** emerge  |
| 2 (Very Unlikely)  | The risk is ***unlikely*** to emerge  |
| 1 (Impossible) | The risk ***will not*** emerge |

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| Score  | Risk Description  | Action Required  |
| 25  | Extreme Risk  |   Immediate escalation to Headteacher for risk control activities  |
| 20 - 15  | High Risk  |   Risk to be actively managed with appropriate risk control activities  |
| 12 - 6  | Medium Risk  |   Take appropriate action to manage the risk  |
| 5 and below  | Low Risk  |   Risk to be removed from register with monitoring activity to assess changes in risk rating  |

**Potential Considerations for Risk Assessment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Risk Description**  | **I**  | **P**  | **Risk Rating**  | **Risk Control(s)**  | **Residual****Rating** | **Additional Controls Required (if any)**  | **Lead for Risk Control Activities**  |
| 1.  | Contaminants being brought into school  | 5  | 4 | 20 | * Clear communications with parents prior to re-opening about expectations.
* Parents should take their children’s temperatures each day before school, and they must not come to school if they have a temperature.
* Classrooms to be accessed only from the outside where this is possible.
* All staff and pupils to wash hands on arrival, before and after lunch
* Children to use only their own equipment
* Children to keep their belongings with them
* Children to bring to school their own water bottles
* Soap dispensers available, full and working – checked twice daily
* Hand sanitiser available at receptions and signage to visitors to wash hands on arrival
* Where possible, perspex screens to be installed in reception areas.
 | 15 | Children to wear clean uniform to school each day.Children to get ready to go home in small groupsStaff will wear clean clothes every day.Staff will use available PPE.Teacher equipment will be wiped dailySignage around schoolWater fountains in the playgrounds will be disconnected. | Class teachersSite staffStaff |
| 2. | Infection may spread through resources used in school | 5 | 4 | 20 | * All soft toys and difficult to clean toys and items to be removed from classrooms.
* Non fitted carpets/mats to be removed from classrooms.
* Used tissues to be placed immediately in lidded bins which will be double bagged and emptied regularly throughout the day.
* Contact points, such as door handles will be cleaned throughout the day.
 | 15 | Outside play equipment will not be usedStaff to reinforce the “bin it, bag it, kill it” messageTissues available in all classrooms. This will be checked daily and can be replenished during the day.Gloves and disinfectant (Milton) will be available in all classrooms in case of spillage/contamination. | Site teamClass teachersStaff |
| 3.  | Infection may spread due to the numbers in school | 5  | 4  | 20 | * Clear communication with parents prior to re-opening about expectations
* Prior to re-opening, paths and traffic routes to be marked at appropriate social distances
* Signage around school and perimeter
* Classrooms will be measured, and where not of the standard size (55 sqm) will only be used when larger rooms are not available
* Staff should arrive at school no longer than an hour before children’s start time and will go straight to their classrooms (possible agreed entrance and exit)
* Only one parent to bring child to school and collect at the end of the day.
* Start and finish times to be staggered to reduce congestion
* Designated entrances for different classes to be communicated to parents prior to re-opening
* On arrival, children to go straight to their classrooms
* Classes to be split into a maximum of 15 children per class.
* Classes will not mix.
* Children to be collected from designated area at the end of each day
* Staff to regularly remind children of the need for social distancing and what that means for them.
* Staff will go home no longer than an hour after the children.
* Staff should not take home any items, e.g. work books.
 | 15 | Desks to be spaced out within classroomsClassrooms will be kept well-ventilated; Windows and doors (not fire doors) will be kept open where possible.Individual risk assessments to be undertaken if a child might be considered a flight risk.Children to be reminded of behaviour expectations, and not to move around the classroom.A toilet will be identified for each class, and children will only be allowed to go one at a time.Additional cleaning regime agreed with cleaning contractors | Site teamClass teachersStaffCleaning contractors |
| 4.  | Maintaining social distancing at break and lunch times  | 5 | 4 | 20 | * Class groups of 15 to eat together
* Separate indoor and outdoor areas to be identified for eating lunch
* Groups to be supervised by staff in school
* Children to bring packed lunch or “grab bags” provided by caterers
* Staff to have lunch only with members of their group
 | 15 | Teachers to have staggered lunch breaksStaff rooms to be rearranged and chairs removedStaff to bring in their own lunchesStaffroom fridges and microwaves to be wiped dailyALL used utensils to be placed in dishwasher | Site teamClass teachers |
| 5.  | Too many staff in school | 4  | 3  | 12  | * Only the minimum number of staff needed in school to maintain safe ratios
* Admin and finance functions to continue to work from home where possible
 | 8 |  | Head teacher  |
| 6.  | Fire or fire alarm in school | 4 | 3  | 12  | * Normal registration procedures to be followed
* Designated areas to be used for fire evacuation
 | 8 |  | Site teamOffice staffClass teachers |
| 7.  | Dealing with First Aid | 5  | 3  | 15  | * PPE to be available for first aiders
* Designated first aid area
* Teachers to notify first aiders if a child feels unwell
* First aiders will take daily medication to childcare
* PPE to be available for staff if they have to clear bodily fluids/vomit
 | 12 | Staff needing to use PPE to be provided with online training for its safe use:<https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be>PPE signage to be displayed. Children who are unwell with any form of illness should not be in school.Adults who are unwell in any way should not be included in the work rotasFirst aid kits will be available n classrooms for minor cuts and scratches etc. | Head TeacherFirst aidersStaff |
| 8. | Staff or children display COVID symptoms at school(See also  | 5 | 4 | 20 | * Pupil to be taken to a specified separate area
* Parent to be called to collect from school and self-isolation guidelines explained.
* Unwell staff member to go home
* Any child or staff member who shows symptom should be tested as soon as possible and remain at home until test results received.
* Any contaminated items (tissues, face masks etc) must be double-bagged and retained for 72 hours before disposal.
 | 15 | Parents of children in school to be advised of possible case.If case is confirmed, report to Public Health England and follow their adviceClass to be moved to another classroomClassrooms to be deep cleaned. | Head TeacherFirst aidersSite staffCleaning contractors |
| 9. | Extended care impacted by safe numbers | 4 | 3 | 12 | * Determine requirement for BASC
* Determine number of staff needed
 | 8 | BASC will not open if safe social distancing cannot be maintained with numbers | Head TeacherBASC Manager  |
| 10. | Educational Visits; including financial liability | 5 | 3 | 15 | * Educational visits should be suspended until further notice.
* Year 6 residential trips are included in this.
 | 5 | Liaison with visit providers to stop or limit financial lossesCommunication with parents regarding financial contributions which they have paid | Head teacherEVCAdmin and finance staff |
| 11. | Reputation | 5 | 3 | 15 | * Ensure active high quality communication with parents
* Evidence measures being taken including cleaning and social distancing
 | 5 | Liaison with cleaning contractorsOngoing review of social distancing measures and inclusion of recommendations from outside agencies. | Head teacherSite teamAdmin staff |
| 12. | Wellbeing of children and staff | 5 | 4 | 20 | * Support for children who show changes in behaviour or emotional state
* Support for staff who find the return to school difficult
* Agencies (Living On) requested to support children and families outside of school to reduce visitors on site
* LA advice and training links forwarded to staff on Childhood Bereavement

https://www.winstonswish.org/bereavement-training-courses-schools/  |   | Signage around schools with details of the Health Assured EAP for staffChildren & Families referred to Nursing Team, Bromley Y, Living On and BCP by Inclusion MangerLiaison for advice from trained staff :LQ – Adult Mental Health First Aid TrainedKM, SH & NA – Youth Mental Health First Aid TrainedCommunication with parents on transition and supporting agencies. | Head TeacherAdmin StaffAHT Inclusion |
| 13. | Travel to school | 4 | 3 | 12 | * Parents to be advised not to use public transport at busy times
* Check with staff about travel arrangements; should not use public transport or car share.
 | 12 |  | Head teacher |

**CORONAVIRUS KEY ACTIONS**

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| **Specific Issue**  |  | **Actions including messages**  | **Who**  | **Notes**  |
| Suspected case in school (staff or pupil)  | - - - - -  | Contact relevant agencies e.g. LA / Public Health England Deep clean core areas Inform staff Core reminders of hygiene Communicate with parents/carers general information about sickness etc.  | HT Office Staff Site Manager  |   |
| Confirmed case in school  | - - - -  | Deep clean Inform staff Core reminders of hygiene Communicate with parents/carers: general information about sickness etc. and the key next steps e.g. closure of a class / school/ or other recommendations from Public Health  | HT Office Staff Site Manager  |   |
| Suspected case in a family  | - - -  | Parents to ensure child washes hands before leaving the house. Child to wash hands immediately after coming into school Increase monitoring of pupils  | Families HT Staff  |   |
| Confirmed case in a family  | - -  | Children in the family to remain at home for a fixed period of time Deep clean of the classroom and school  | Families HT Staff Site Manager  |   |
| Teacher shortage  | - - -  | Splitting classes / SLT Cover/HLTA Cover Where too many staff absent: partial closure for certain classes or part time / AM / PM classes Reduce or stop PPA  | HT SLT Staff   |   |
| Support staff shortage  | - | Supply / Prioritise most needy children / classes with remaining staff | Inclusion Manager SLT  |   |
| Protection for most vulnerable children  | - -  | Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat Discuss with parents the initial steps and agree key actions re. isolation/seclusion  | Inclusion Manager HT DSL  |   |
| Staff with underlying health issues | - -  | Ask them to contact their consultants to seek advice on their condition Consider working from home  | HT Staff HR |   |
| Staff with symptoms  | -  | Stay at home; follow NHS 111 advice; discuss with HT  | HT  |   |
| Pregnant staff  | - -  | Ask them to contact their midwife to seek advice; Consider working from home  | SLT HR |   |
| Kitchen shut down  | - -  | Parents to provide packed lunches Provision for FSM to be made by School Staff / Chartwells - (Packed Lunch / Jacket Potato ) | Families HT Support Staff Office Staff  |   |
| Site team shortage  | -  | Discuss additional cleaning with contract cleanersConsider cover between Trust schools | Site Manager Office Staff  |   |
| Leadership shortage  | -  | Access via phone /e-mail/skype etc | SLT; Staff  |   |
| Admin shortage  | - -  | Cover with TAs / SLT Inform parents not to phone unless emergency Consider staff cover between Trust schools | HT Office Staff Support Staff  |   |
| Other school users (e.g. lettings)  | -  | Inform of control measures, including the possibility that a suspension or usage may occur.  | Office Staff HT  |   |
| Long period shut down  | -  | Provide home learning via websites/online resources/video learning (dependent upon length of closureSchools may be used to continue education for key workers/vulnerable children | HT Staff  |   |

**CORE CONTROL MEASURES**

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| **Control Measure**  | **Control Stage**  | **Notes / Action**  | **Who**  | **Review**  |
| Tissues for Each Class  | 1  | * Ensure adequate stock levels of tissues for each class / office
* Replenish as needed
* Staff to also self-replenish from stock
 | HT Staff Site Manager  |   |
| Hand washing/Alcohol based gel (not to be used for children) | 1  | * Gel available for visitors in main reception
* Signage in reception inviting visitors to wash hands if entering school
* Ensure soap dispensers are full and working from the start of each day
* Children to be encouraged to wash hands regularly, esp before eating
* Ensure adequate stock levels and availability to replenish during the day
 | HT Staff Site Manager  |   |
| Other users of the building  | 2, 3  | Contact every user and inform them of usage expectations: * Clean hands or use gel before using facilities
* Restrictions or suspensions of use
 | Admin Staff  |   |
| Monitoring daily any child or staff absence  | 2  | * Daily reporting of the number of absences and symptoms
* Weekly summary data for each class to HT
 | Admin StaffHT  |   |

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| **Control Measure**  | **Control Stage**  | **Notes / Action**  | **Who**  | **Review**  |
| Finding out about travel arrangements now and in the future of staff and pupils  | 3 (where specific threats are evident aboard)  | Newsletter: * Ask parents to advise the school of any close family member who has returned from abroad within the last month
* Staff members to inform HT/Admin of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.
 | Admin StaffHT  |   |
| Reducing contact point activities  | 2  | Ensuring extremely high hygiene for any * Food making / tasting

Avoid any activity where you are passing items around a class * Circle time objects
* Artefact sharing
* Touching activities: PE / Gymnastics

Other * Cease hand shaking of children and visitors
* Stop salad bar in school and any other “self-Service” items at lunch
 | StaffChartwells |   |

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| **Control Measure**  | **Control Stage**  | **Notes / Action**  | **Who**  | **Review**  |
| Good Personal Hygiene   | 2  | * Inform parents of hygiene expectations and to discuss with children;
* All children to be encouraged to wash their hands before coming to school, before going home and when they get home.
* Classes to teach children hand washing techniques
* Children to wash hands before snack (classroom / toilets) and before eating dinner (classrooms/ toilets / hand sanitiser) Information:
* Distribute key information posters
 | HT Staff   |   |
| Review of cleaning   | 2, 3  | * Meet with cleaning staff to review cleaning arrangement and make any necessary changes
* Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours
* Daily cleaning of classrooms (already in place)
* Preparations for deep cleans if necessary
 | Site Manager Cleaning Staff  |   |
| Additional touch point cleaning daily  | 2, 3  |  - Handles and rails to be cleaned at mid points during the day  | Site Manager Staff  |   |
| School visitors and site users  | 2, 3  | * Compulsory handwashing / use of gel before entering school;
* Inform them of new requirements and risk of suspension of use
* Signage advising visitors not to enter the building if they have any symptoms
* Lettings to advise school if they have symptoms/are unwell
 | Admin Office Staff Site Manager  |   |
| **Control Measure**  | **Control Stage**  | **Notes / Action**  | **Who**  | **Review**  |
| Absence policy  | 2 , 3  | - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea )  | SLT  |   |
| Support for families affected  | 2, 3  | * Communicate to parents and staff to contact school if they require support;
* Regular contact with affected families and staff: wellbeing checks.
 | HT Office Staff Admin SLT  |   |
| Taking temperature of anyone in school who may begin to feel unwell  | 2, 3  |  - Use of hand held non-contact thermometer.  | Healthcare assistantsTrained first aiders  |   |