



School reopening: risk assessment

Updated 01.09.21

HAZARD	RISK BEFORE ACTION	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	RISK AFTER ACTION
<p>Contact with someone suffering from coronavirus</p>	<p>High</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Staff: informed regularly via email</p> <p>Parents: informed by letters via email</p> <p>Visitors: informed via initial contact</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Bluebell Room used if inside – try to isolate outside. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • A distance of 2m should be maintained if at all possible, • Supervising staff will also wear mask, disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection (visor) <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p>	<p>HT</p> <p>Office Everyone</p> <p>Office to phone First aider to supervise</p> <p>Site Manager</p>	<p>Medium</p>

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		<p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, parents and staff will be informed. The school can contact the local health protection team for advice if necessary.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>All staff in school have the option to test using lateral flow tests twice per week until the end of September, when further guidance will be given.</p>	HT	
Contact with coronavirus when getting to and from	Medium	Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.	SLT	Med

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school		<p>Bikes & scooters will not be allowed on school.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>KS1 drop off/pick up at 8.50am/ 3.10and KS2 at 8.55am/ 3.15pm</p> <ul style="list-style-type: none"> Parents will follow a one way system at drop off and pick up times. Parents with pupils in KS1/Y6/5D will enter through the double gates. 6H/6W and 5D will line up in separate areas.KS1 parents to walk up the ramp on left and walk back down on the left. Lanes defined with cones. Parents with pupils in Y3/4/5 will enter by the pedestrian gate, walk along the side of the building and across the playground out of the lower playground gate. <p>At the end of the day parents are to wait in playgrounds with reminders to socially distance (all KS2 on lower playground).</p> <ul style="list-style-type: none"> Members of staff will be positioned at points on the one way system (use those who would do early start club to write down messages from parents into notebooks) Not to gather at entrance gates or doors, or enter the building unless they have a pre-arranged appointment. <p>Staff have the option to wear a mask or a visor in the classroom. This is a personal choice.</p> <p>SLT to monitor start and finish times of the day.</p>		
Spreading infection due to touch,	High	<p>Handwashing facilities will be provided.</p> <p>Hand sanitiser stations around school and at classroom entrances. Sinks in</p>	Site manager	Low

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sneezes and coughs		<p>classrooms.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Pupils are to wash/sanitise hands before going to the toilet. • Pupils are to use toilets during lesson time to avoid crowding at break times. <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Risk assessments will be written for individual children who have need support to maintain good respiratory hygiene.</p> <p>Supplies for soap, hand sanitiser and tissues will be topped up regularly and monitored to make sure they're not close to running out. Place hand sanitisers at child friendly height.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be in rooms and toilets.</p>	<p>All staff</p> <p>Classteachers</p> <p>Inclusion Lead</p> <p>Site manager</p>	
Spreading infection through contact with coronavirus on surfaces	High	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products.</p> <ul style="list-style-type: none"> • staff and pupils have their own items that are not shared of regularly used items eg pens/pencils • Desk tables can be wiped using anti-bacterial wipes by the 	<p>Site Manager</p> <p>All staff</p>	Low

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		<p>children.</p> <ul style="list-style-type: none"> • PE equipment – Val to decide which equipment/sport is taught in each session to allow equipment to be left unused or cleaned between use. • Children to wear PE kit on a day they have PE. • Systems put in place by subject co-ordinators for shared equipment eg science equipment. • Children bring in minimal equipment in a bag. <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like lunch boxes, hats, coats, books.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Extra cleaning will take place during the school day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <ul style="list-style-type: none"> • Library books will be put on a rota system and quarantined. <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p>		

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		<ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>.</p>		
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	High	<p>Pupils will stay in class groups where possible but will gather for lunch and acts of worship in YR/Y1/Y2 , Y3/Y4 and Y5/Y6.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. (if weather is poor – PE lessons may be in classroom with classteacher).</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other visitors will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. All visitors will wear masks when in communal areas.</p>	All staff	Med
Spreading infection due to excessive	High	Pupils will be kept in the same groups at all times each day, but will mix with another year group for lunch and worship.		Med

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<p>contact and mixing between pupils and staff around and outside of the school</p>		<p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupils will be supervised when going out and coming in from the playground and the classes will come in separately to minimise crowding.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Rooms will be accessed directly from outside where possible, and people will walk on the left in corridors.</p> <table border="1" data-bbox="555 815 1447 1104"> <thead> <tr> <th data-bbox="555 815 1003 847">Lunch times</th> <th data-bbox="1003 815 1447 847">Times in hall</th> </tr> </thead> <tbody> <tr> <td data-bbox="555 847 1003 906">Year groups</td> <td data-bbox="1003 847 1447 906"></td> </tr> <tr> <td data-bbox="555 906 1003 954">EYFS</td> <td data-bbox="1003 906 1447 954">11.45-12.10</td> </tr> <tr> <td data-bbox="555 954 1003 1002">Y1/2</td> <td data-bbox="1003 954 1447 1002">11.55-12.20</td> </tr> <tr> <td data-bbox="555 1002 1003 1050">Y3/4</td> <td data-bbox="1003 1002 1447 1050">12.20-12.40</td> </tr> <tr> <td data-bbox="555 1050 1003 1104">Y5/6</td> <td data-bbox="1003 1050 1447 1104">12.50-1.15</td> </tr> </tbody> </table> <p>The staff room will be in operation with communal items in use. Staff are asked to use common sense in distancing and cleaning.</p> <p>Toilet use will be managed to avoid crowding. Toilets will remain unisex (apart from toilets off hall – each year group to have allocated toilets)</p> <p>Staff to use office hatch rather than go into the office.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will</p>	Lunch times	Times in hall	Year groups		EYFS	11.45-12.10	Y1/2	11.55-12.20	Y3/4	12.20-12.40	Y5/6	12.50-1.15		
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school		Staff who are clinically vulnerable are attending and have individual risk assessments already in place.		
Risk of contracting the virus if Staff that do not follow the risk assessment	high	<p>Staff training</p> <p>All staff to be responsible for following the risk assessment so the safety of children, and staff is maintained. Repeated incidents of failing to follow the risk assessment will be dealt with by the Headteacher.</p> <p>Regular review of risk assessment in staff meetings.</p> <p>Staff to be involved in discussions where the risk assessment is hard to follow.</p>		low