Coronavirus (COVID-19):

Risk Assessment for Reopening after Temporary closure

Assessment conducted by: **Headteacher, Deputy headteacher, SBM**.	Covered by this assessment: **staff, pupils, parents, visitors** and **volunteers**.	
Date of assessment: **13 May 2020**	Review interval: **as required**	Date of next review: **as required**

Related documents
[Opening schools for more children and young people: initial planning framework for schools in England](#) **[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](#)** **Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy.** **[Coronavirus (COVID-19) Collection: guidance for schools and other educational settings](#)** **[Actions for schools during the coronavirus outbreak](#)** **[Coronavirus (COVID-19): implementing social distancing in education and childcare settings](#)** **[Coronavirus (COVID-19): guidance for educational settings](#)** **[COVID-19: cleaning in non-healthcare settings](#)**

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill health.	MH	MP	MR
	Severe Causes physical injury or illness requiring first aid.	SH	SP	SR
	Minor Causes physical or emotional discomfort.	MRH	MRP	MRE

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/ No	By whom?	Deadline	Risk rating following action H/M/L

Policies and procedures	**MH**	• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
		  - **Health and Safety Policy**
		  - **Infection Control Policy**
		  - **First Aid Policy**
		  - **Covid-19 annex to the behaviour policy**
		• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
		  - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		  - The Health Protection (Notification) Regulations 2010
		  - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
		  - DfE and PHE (2020) 'COVID-19: guidance for educational settings'
		• The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.
		• The school keeps up-to-date with advice issued by, but not limited to, the following:
		  - DfE
		  - NHS
		  - Department of Health and Social Care
		  - PHE
		  - The school's local health protection team (HPT)
		• All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via **email and SharePoint**.
		• All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via **text with link to letter on the website and newsletter**.
			Y	-**Headteacher**	**29 May 2020**	**MR**

			• The **SBM** conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. • Annex to the behaviour policy is shared with all stakeholders, with pupils and parents signing an updated home-school agreement before children are permitted on site					
Premises		**SH**	• The **site manager** checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • The **site manager** suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. • The **site manager** checks all areas of the school grounds, including car park and walkways, for any potential hazards. • The **business manager** ensures that the insurer's risk mitigation requirements are enacted and observed. • The **site manager** checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • The **site manager** ensures external signage is visible to show that access to the school premises is restricted. • The **site manager** ensures internal Covid19 signage is visible around the school. • Any hazards found during checks on the premises are reported to the **headteacher** as soon as possible and issues are resolved prior to school reopening to more pupils. • The **headteacher** ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The **headteacher** identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The **site manager** arranges for any changes to the premises to be made to account for social distancing measures. • The **site manager** to ensure all external social distancing signs are in place for the start and end of school day. • The **site manager** ensures there are pedal operated litter bins in all classrooms.	**Y**	- **Business Manager**	**29 May 2020**	**MR**	

		• The **site manager** to ensure adequate supply of tissue paper is replenished each morning. • **All staff** to ensure that windows and doors are kept open where possible to aid ventilation. • The **site manager** to ensure all rooms without windows have the door open where possible (if not a fire door) • The **site manager** to barrier off all water fountains with cones. - Teaching support staff to refill pupils water bottles (must wear gloves) • The **site manager** to ensure one-way system signs on floors and walls throughout the school site. • The **site manager** to ensure each classroom has lidded bins.				
Electrical supply, systems and equipment	**SH**	• The **site manager** performs visual checks on all electrical equipment, e.g. computers and plug sockets. • The **site manager** ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.	**Y**	-**Site Manager**	**29 May 2020**	**MR**
Fire safety and evacuation routes	**SH**	• The **site manager** checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • The **business manager** and **site manager** ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The **headteacher** identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils.	**Y**	-**Site Manager** -**Business Manager** -**Headteacher**	**29 May 2020**	**MR**
Water storage, drainage systems and sanitary appliances	**SH**	• The **site manager** ensures all water systems are thoroughly flushed, e.g. toilets and taps. • The **site manager** ensures all equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. • The **site manager** checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.	**Y**	-**Site Manager**	**29 May 2020**	**SR**
Hygiene Control & Cleaning		• The **business manager** arranges enhanced cleaning to be undertaken. • Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.				

	SH	• The necessary areas of the school are deep cleaned before reopening, with suitable cleaning agents and in line with **COSHH specifications**. • The **site manager** checks all areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • **Site manager** working with the **class teacher/ teaching support staff** will ensure that frequently touched surfaces are cleaned often using standard products, such as detergents and bleach. • The **site manager** to ensure all areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • The **site manager** to ensure that adequate amounts of suitable cleaning agents are available. • The **business manager** to ensure, where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners.	**Y**	-**Business Manager** -**Site Manager** -**Class teachers** -**Teaching Support Staff**	**29 May 2020**	**MR**

Infection control and social distancing and reducing pinch points	**SH**	• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's [guidance](#).
		• If pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.
		• The **site manager** to ensure visual aids are used to display social distancing measures, e.g. floor tape to mark two-meter spacing.
		• The **business manager** to arrange for the display of 'catch it, bin it, kill it' posters.
		• The **site manager** to ensure adequate amounts of soap, tissues and bins and alcohol-based hand sanitiser are available in the relevant areas and classrooms.
		• Staff and children will wash their hands at regular intervals throughout the day - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly.
		   - **Class teacher** and **teaching support staff** to supervise and ensure all pupils to wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime.
		   - **All staff** to wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime.
			Y	-**Headteacher**
				-**Business Manager**
				-**SLT**
				-**Site Manager**
				-**All Staff**
					29 May 2020	**MR**

	• **All staff** and **pupils** entering classrooms to use alcohol hand sanitiser ensuring that all parts of the hands are covered - contactless dispensers are located outside each classroom
	• **All staff** and pupils to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
	• **SLT** to ensure that any phased reopening plans are in line with the relevant local and national advice.
	• The **headteacher** identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods;
	    - staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
	    - staggering lunch breaks and ensure that pupils clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.
	• The **headteacher** and **SLT** to keep class sizes in small groups 2 metres away from each other and ensure reduced number of teaching and support staff per class, within safe and suitable staff-to-pupil ratios.
	    - Classes differ in size and all rooms to be measured to ensure pupils sit 2 meters apart from each other.
	    - General measurements undertaken indicate average ratios of 10 pupils per class.
	    - **Class teachers** must ensure they are aware of the maximum safe group size.
	• Where required, the **headteacher** works with **teaching staff** to ensure a suitable plan is in place to maximise infection control during class changes;
	    - **Site manager** to ensure 'One-way systems' are clearly visible throughout the school
	    - **Headteacher** to setup staggered lesson times, break and lunch times to minimise different groups interacting with each other.
	• The **headteacher** and **SLT** implement a staff team rota to attend school.
	    - **Headteacher** to carry out audit of staff to ensure sufficient staffing levels for planned wider opening.
	    - **Headteacher** to continually assess staffing levels and levels of key staff to ensure safe environment is maintained.		

		• The use of communal areas, e.g. the staff room, is closed to avoid unnecessary group gatherings • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the **headteacher** assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.				

Reduce mixing within education or childcare	**SH**	• **Site manager** to ensure no access to rooms directly from outside where possible.
		• **Heateacher** and **SLT** to establish number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.
		• **Heateacher** and **SLT** classroom size and numbers reviewed.
		   - Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. each class to be measured and desks set 2 meters apart)
		   - Classrooms re-modelled, with chairs and desks in place to allow for social distancing.
		   - **Site manager** to move spare chairs removed from desks so they cannot be used.
		• **Site manager** and **teachers** to ensure clear signage displayed in classrooms promoting social distancing.
		• **All staff** to ensure classes stay together with their teacher and do not mix with other pupils.
		• **Heateacher** and **SLT** to ensure one-way circulation or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
		• **Staff** to ensure toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
		• **Staff** to provide additional support for pupils to ensure they follow measures (for example, meaningful symbols, and social stories to support them in understanding how to follow rules).
		• **Headteacher** and **SLT** to promote the use of outside space for exercise and breaks and for outdoor education, where possible to limit transmission and more easily allow for distance between children and staff
		• **SLT** to ensure outdoor equipment is not used unless the site manager confirms that equipment has been appropriately cleaned and ensures that cleaning between groups of pupils using it, and that multiple groups do not use it simultaneously.
		• **Staff** to ensure that different groups do not mix and do not play sports or games together.
			Y	-**Headteacher**
				-**SLT**
				-**Site Manager**
					29 May 2020	**MR**

		• **Headteacher** and **SLT** to ensure adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.
		   - Midday meals supervisors to attend school setting on rota and ensure cleaning during school day along with cleaning staff
		 • **SLT** to ensure staff;
		   - promote the reduction of use of shared resources by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between pupils and staff,
		   - prevent the sharing of stationery and other equipment where possible.
		 • **Headteacher** and **SLT** to ensure equipment used must be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between cohorts.				

Pupils and Staff Displaying Symptoms	**SH**	• **Staff**, **pupils** and **volunteers** who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the **Infection Control Policy** and are sent home as soon as possible.
		 • **Staff** and **pupils** displaying symptoms will be eligible for testing if they become ill with coronavirus symptoms.
		 • Where the pupil or staff member demonstrate symptoms, the individual and their class or group will be sent home and advised to self-isolate for 14 days or until a negative test result.
		 • Individuals who have coronavirus symptoms, or who have someone in their household who does, will not attend school.
		 • **Staff** to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
		 • **Staff** to minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
		 • **Staff** to wear PPE while caring for pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
		   - In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
		   - Parents should be advised not to visit the GP, pharmacy, urgent care centre or a hospital.
			Y	-**Headteacher**
				 -**SLT**
				 -**Site Manager**
					29 May 2020	**MR**

Community wellbeing	**MRH**	• Pupil and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess personal issues around school reopening and enable the SLT to act on any concerns staff and	**Y**	-**Headteacher** -**Deputy Headteacher**	**29 May 2020**	**MRE**

		volunteers may have - individuals classed as vulnerable will have an individual risk assessment.
		• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.
		• Staff and volunteers notify the **headteacher** if they need to be shielded because they:
		   - Have an impaired immune system.
		   - Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus.
		   - Are aged 70 or over.
		   - Are pregnant.
		• **Headteacher** to hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.
		• The **SLT** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.
		• If required, staff may ask to adjust their working hours, as agreed by the **SLT**.
		• The **headteacher** ensures that the school can be adequately and safely staffed when it reopens.
		• The **SLT** discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.
		• The **headteacher** and the **SENCO** identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.
		• The **headteacher** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.
		• Daily PSHE lessons/assemblies to take place for each group to ensure a smooth transition back to school.				

Staff Wellbeing	**MRH**	• **SLT** will monitor wellbeing of staff who are working from home and helping them to stay connected to the rest of the workforce especially if the majority of their colleagues are on-site. • **SLT** will ensure the health and availability of every staff member is known and regularly updated to ensure deployment can be planned.	**Y**	-**SLT** -**Business Manager**	**29 May 2020**	**MRE**

		• **Business Manager** to complete a vulnerability survey for all staff, identifying individual issues/ concerns (vulnerabilities) that may require individualised risk assessments to be completed. • **Business Manager** to ensure all staff receive training in the use of PPE used in the course of duties. • Safer travel – advice staff of guidance available https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport.				
Managing Pupil Behaviour	**MRH**	• **SLT** to complete individual risk assessment for all pupils whose behaviour may cause a hazard. In these cases, the risk assessment would inform whether or when the pupil returns to school.	**Y**	-Headteacher	**29 May 2020**	**MRE**
Access to learning	**MRH**	• The **headteacher** liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. • The **headteacher** and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. • The **headteacher** and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely.	**Y**	-Headteacher	**29 May 2020**	**MRE**
Staff availability (Extremely Clinically Vulnerable and Clinically vulnerable)	**MH**	**Extremely high vulnerability groups** • The **headteacher** to identify minimal staffing levels to support extended opening of the school. • **Staff** identified as Extremely Vulnerable - Shielding at Home PHE Guidance • **SLT** to ensure that full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • **Business Manager** to ensure the health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. • **Business Manager** to complete vulnerability risk assessments to be completed all staff. **High vulnerability groups BAME** • **SLT** to ensure full use is made of testing to inform staff deployment. • **Headteacher** to ensure the health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	**Y**	-**Headteacher** -**SLT** -**Business Manager**	**29 May 2020**	**MR**

		• **Headteacher** to prioritise (where possible) BAME groups for self-isolation and working from home planning.				
Safeguarding	**MH**	• The **DSL** liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. • The **DSL** ensures that adequate pastoral care is in place to support pupils and staff who require it. • The **DSL** ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • **DSL** to risk assess external agency involvement for Child Protection issues, always safeguarding the needs of the child as a priority • **SLT** to ensure behaviour policy is fully implemented • Staff and pupil bereavement is managed in line with the school's **Bereavement Policy**.	**Y**	-**Deputy Headteacher** -**SLT** -**DSL**	**29 May 2020**	**MR**
External Support for SEND and Behaviour	**MRH**	• **Headteacher** to ensure external agency intervention for children with SEND risk assessed on a case by case basis, with remote support preferred. • **SLT** to provide PPE to be offered if close contact is required. • **Headteacher** to ensure individual risk assessments are completed for children with severe medical or SEND needs in conjunction with families. • **All staff** working with SEND to ensure that social distancing measures followed.	**Y**	-**Deputy Headteacher** -**SLT** -**All Staff**	**29 May 2020**	**MRE**
Communication	**MH**	• The **headteacher** puts into place any actions or precautions advised by the local HPT. • The **headteacher** liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. • The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. • Parents are informed via **letter and or text** about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • **SLT** to ensure parents, staff and pupils are advised of the safer travel guidance for passengers and provided with the link for further information.	**Y**	-**Headteacher** -**Business Manager** -**SLT**	**29 May 2020**	**MR**

			• Staff and volunteers are informed via **email and or SharePoint** about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing.				
			• Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.				
			• All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.				
			• The **headteacher** liaises with the **governing board** about possible arrangements for reopening the school, where necessary.				
			• Pupils and parents are informed via **letter** about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered.				
			• Daily class assemblies to reinforce addendum to behaviour policy				
			• The **SBM** communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.				
			• The **headteacher** informs staff, volunteers and the **governing board** about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.				

			• The **headteacher** to ensure revised guidance briefed to **all staff** prior to reopening and includes:
			    - Infection control
			    - Fire safety and evacuation procedures
			    - Constructive behaviour management
			    - Safeguarding
			    - Risk management
			    - Use of outdoor spaces for teaching
			    - Ventilation of indoor spaces
			    - Limits set for large spaces (e.g. hall, sports hall and dining hall) for teaching.
			    - Large gatherings prohibited.
			    - Design layout and arrangements in place to enable social distancing.
			    - Appropriate signage in place
			    - Constructive behaviour management
			    - Safeguarding
			    - Safer travel – advice staff of guidance available https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport				

- - Risk management - Use of outdoor spaces for teaching - Ventilation of indoor spaces - Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching - Coronavirus (COVID-19): implementing social distancing in education and childcare settings.			