



Coronavirus (COVID-19):

Risk Assessment for Partial School Closure – January 2021

Assessment conducted by: Headteacher, Deputy headteacher, SBM.	Covered by this assessment: <u>staff, pupils, parents, visitors</u> and <u>volunteers</u> .	
Initial Date of assessment: 09 July 2020	Current review date: <u>04/01/2021</u>	Date of next review: <u>as required</u>

Key Points

Visitors

- all visits to the setting are suspended and only those that are absolutely necessary will be allowed. This will include suspending parent and carer visits for:
 - new admissions
 - settling-in children who are new to the setting

Pupils

- Pupils whose doctors have confirmed they are still clinically extremely vulnerable (CEV) are advised not to attend school during the National Restrictions period from 5 November 2020.
 - Parents are advised to consult their child's GP or specialist clinician to confirm if their child should still be classed as clinically extremely vulnerable.
 - Parents of clinically extremely vulnerable children will receive a letter from the NHS confirming this advice.
- Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.

Staff

- Staff who are clinically extremely vulnerable (CEV) are advised to work from home and not to go into work.
 - a letter from the NHS or GP will confirm your status.
- Staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.

Related documents

[A short guide to the government's plans for schools for September](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[Covid-19 guidance for maintained nursery schools and other early years settings](#)
[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.	M <u>H</u>	M <u>P</u>	M <u>R</u>
	Severe Causes physical injury or illness requiring first aid.	SH	S <u>P</u>	S <u>R</u>
	Minor Causes physical or emotional discomfort.	MR <u>H</u>	MR <u>P</u>	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	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Covid-19 annex to the behaviour policy</u> - <u>Addendum to staff handbook</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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 all elements of the system of controls for September via <u>email and SharePoint</u>. • All pupils and parents are made aware of any infection control procedures and system of control arrangements via <u>text with link to letter on the website and newsletter</u>. 	<u>Y</u>	<u>-Headteacher</u>	<u>31 August 2020</u>	<u>MR</u>

		<ul style="list-style-type: none"> The SBM conducts a review of all supplier arrangements to ensure they are appropriate for the school opening in September. 				
Premises	SH	<ul style="list-style-type: none"> 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. 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. 	Y	-Business Manager	31 August 2020	MR

		<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	31 August 2020	MR
Fire safety and evacuation routes	SH	<ul style="list-style-type: none"> 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	31 August 2020	MR
Water storage, drainage systems and sanitary appliances	SH	<ul style="list-style-type: none"> 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	31 August 2020	SR
Hygiene Control & Cleaning	SH	<ul style="list-style-type: none"> The business manager arranges enhanced cleaning to be undertaken. Business Manager to ensure that cleaning contractors are briefed of the school's risk assessment and that risks with this group is managed while cleaning throughout the school and across different groups. Where necessary, staff and volunteers to only use rooms necessary to avoid the spread of infection and minimise the costs of cleaning. The necessary areas of the school are deep cleaned often, with suitable cleaning agents and in line with COSHH specifications. 	Y	- Business Manager		MR

		<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> -Site Manager -Class teachers -Teaching Support Staff 	<u>31 August 2020</u>	
Infection control and social distancing and reducing pinch points	<u>SH</u>	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. <ul style="list-style-type: none"> - 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 and when transitioning across bubbles 	<u>Y</u>	<ul style="list-style-type: none"> -Headteacher -Business Manager -SLT -Site Manager -All Staff 	<u>17th July 2020</u>	<u>MR</u>

		<ul style="list-style-type: none"> • 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 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; <ul style="list-style-type: none"> - 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 – children to eat their lunch in classrooms • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes; <ul style="list-style-type: none"> - 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 use of communal areas, e.g. the staff room, will be eliminated to avoid unnecessary group gatherings – remote meetings to become the norm • All children to have individual stationery packs 				
Reduce mixing within education or childcare	SH	<ul style="list-style-type: none"> • Headteacher and SLT to review bubble sizes to ensure that social distancing is maintained between staff and pupils at all times. • Site manager and teachers to ensure clear signage displayed in classrooms promoting social distancing. • Addendum to behaviour policy highlighting health and safety expectations, circulated and signed by all parents and children. • Headteacher and SLT to ensure one-way circulation 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. 	Y	- Headteacher - SLT - Site Manager	17th July 2020	MR

		<ul style="list-style-type: none"> • 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. • SLT to ensure staff; <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • 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 will be sent home and advised to self-isolate for 10 days or until a negative test result. • Staff or pupils who have coronavirus symptoms, or who have someone in their household who does, will not attend school and must self-isolate for 10 days or until test confirms negative result. • Members of staff who have helped someone with symptoms and any pupils who have been in close contact with them <u>do not</u> need to go home to self-isolate unless they develop symptoms themselves (in which case, they will be referred for a test) • Staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. • 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) 	Y	- Headteacher - SLT - Site Manager	17th May 2020	MR

		<ul style="list-style-type: none"> • 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). <ul style="list-style-type: none"> - 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. • The area around the person with symptoms will be cleaned after they have left to reduce the risk of passing the infection on to other people. 				
Visitors	<u>MRH</u>	<ul style="list-style-type: none"> • Visitors will not be allowed on the school premises where possible <ul style="list-style-type: none"> - Virtual meetings will be arranged, where possible for professionals, such as social workers, speech and language therapists or counsellors, or professionals to support the delivery of a child's education, health and care (EHC) plan. - Where Virtual meetings are not possible, visitors will be required to closely follow the protective measures in the school, and the number of attendances will be kept to a minimum. - Wraparound care will commence. - All visitors must follow the schools protective measures. • The Business Manager will introduce a booking system to support test and trace and ensure that anyone who has entered the building is contactable. • Visitors will have planned start and end times for visits that ensure bottlenecks or crowding do not occur. • Visitors with coronavirus (COVID-19) symptoms, or who have someone in their household who does, will not be allowed to attend. This may involve verbally checking on arrival as well as pre-checks. • All visitors to use a face coverings unless exempt. • The school will ensure that it minimises contact between individuals and maintain social distancing wherever possible and ensuring that visitors do not come into close contact with pupils for instance during transition between lessons. • Sanitation stations available onsite for visitors to clean hands thoroughly more often than usual, including when entering and leaving the building. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 	<u>Y</u>	- <u>Headteacher</u> - <u>SBM</u> - <u>SLT</u>	<u>17th July 2020</u>	<u>MRE</u>
Community wellbeing	<u>MRH</u>	<ul style="list-style-type: none"> • 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 	<u>Y</u>	- <u>Headteacher</u> - <u>Deputy Headteacher</u>	<u>17th July 2020</u>	<u>MRE</u>

		<p>volunteers may have - individuals classed as vulnerable will have an individual risk assessment.</p> <ul style="list-style-type: none"> The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Headteacher to hold discussions with staff who are deemed more vulnerable to infection and provide additional support. 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. 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	<ul style="list-style-type: none"> SLT will ensure the health and availability of every staff member is known and regularly updated to ensure deployment can be planned. 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. 	Y	-SLT -Business Manager	17th July 2020	MRE
Managing Pupil Behaviour	MRH	<ul style="list-style-type: none"> 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. Personalised home-school agreements to be agreed and signed by parents and children. 	Y	-Headteacher	17th May 2020	MRE
Access to learning	MRH	<ul style="list-style-type: none"> 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. 	Y	-Headteacher	17th May 2020	MRE

		<ul style="list-style-type: none"> 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. The AHT has produced an updated teaching and learning policy which is to be read and understood by all stakeholders 				
Staff availability (Extremely Clinically Vulnerable and Clinically vulnerable)	MH	<p>Extremely high vulnerability groups</p> <ul style="list-style-type: none"> 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. <p>High vulnerability groups - BAME</p> <ul style="list-style-type: none"> 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. Headteacher to provide additional support to BAME groups by providing additional support and putting a risk assessment in place. 	Y	<ul style="list-style-type: none"> -Headteacher -SLT -Business Manager 	17th July 2020	MR
Safeguarding	MH	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to 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 DSL to ensure addendum to safeguarding policy is robust and fit for purpose for September SLT to ensure behaviour policy, including the addendum, is fully implemented 	Y	<ul style="list-style-type: none"> -Deputy Headteacher -SLT -DSL 	17th May 2020	MR

		<ul style="list-style-type: none"> Staff and pupil bereavement is managed in line with the school's <u>Bereavement Policy</u>. 				
External Support for SEND and Behaviour	<u>MRH</u>	<ul style="list-style-type: none"> <u>Headteacher</u> to ensure external agency intervention for children with SEND risk assessed on a case by case basis, with remote support preferred. <u>SLT</u> to provide PPE to be offered if close contact is required. <u>Headteacher/SENDCO</u> to ensure individual risk assessments are completed for children with severe medical or SEND needs in conjunction with families. <u>All staff</u> working with SEND to ensure that social distancing measures followed. 	<u>Y</u>	<ul style="list-style-type: none"> -<u>Deputy Headteacher</u> -<u>SLT</u> -<u>All Staff</u> 	<u>17th May 2020</u>	<u>MRE</u>
Communication	<u>MH</u>	<ul style="list-style-type: none"> The <u>Headteacher</u> puts into place any actions or precautions advised by the local HPT. The <u>Headteacher</u> 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 <u>letter and or text</u> about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements as well as expectations around school attendance. <u>SLT</u> to ensure parents, staff and pupils are advised of the safer travel guidance for passengers and provided with the link for further information. <u>Staff</u> 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. Pupils and parents are informed via <u>letter</u> 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 <u>SBM</u> communicates with suppliers regarding reopening the school and reinstating supply of any required goods. The <u>headteacher</u> to ensure revised guidance briefed to <u>all staff</u> prior to reopening and includes: <ul style="list-style-type: none"> - Infection control - Fire safety and evacuation procedures - Constructive behaviour management 	<u>Y</u>	<ul style="list-style-type: none"> -<u>Headteacher</u> -<u>Business Manager</u> -<u>SLT</u> 	<u>17th July 2020</u>	<u>MR</u>

		<ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> • SLT to identify pupils who are reluctant or anxious about attending school or who are at risk of disengagement and develop 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 school regularly during the pandemic, including remote learning • SLT to ensure work closely with other professionals as appropriate to support the return to school, including continuing to notify the child’s social worker, if they have one, of non-attendance • DSL to rigorously monitor attendance and pro-actively engage with children and families who are reluctant to attend 				
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