Coronavirus (COVID-19): Risk assessment for reopening after a temporary closure

St. George's Junior School

Assessment conducted by: SM/KL/SC	Job title: Headteacher/Deputy Headteacher/SOM	Covered by this assessment: staff, pupils, parents, visitors and volunteers.
Date of assessment:7th July 2020	Review interval: 31/12/ 2020	Date of next review: 31/1/ 2021

Related documents
1st June 2020 Return to School Action Plan, Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note that the government has not yet released any guidance regarding reopening arrangements for schools. Schools need to ensure that this template reflects all current local and national guidance. We understand that reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles

effectively where there is limited PPE available. This resource will be kept up-to-date with new guidance and any changes to current advice.

Area for concern	Risk rating prior to action H/M/L	1. Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	1) All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: a) Health and Safety Policy b) Government Infection Control Procedures c) First Aid Procedures (copy in office and staff room) 2) All staff have regard to all relevant guidance and legislation including, but not limited to, the following: a) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 b) The Health Protection (Notification) Regulations 2010 c) Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' d) DfE and PHE (2020) 'COVID-19: guidance for educational settings' 3) 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. 4) The school keeps up-to-date with advice issued by, but not limited to, the following: a) DfE b) NHS c) Department of Health and Social Care d) PHE	Yes- Following briefing Sept 2020 Yes- training and courses in RA Wellbeing 13/7/2020 KCSIE 1/9/2020 update w/b 4/1/21 update	1.SP checklist for staff and pupils-copies of policies/procedures in office & staffroom Teachers to inform pupils, SLT to inform staff, SP to inform volunteers New starters to be updated by SP. 2.SP/SLT to inform staff via email	As new staff arrive/ongoing as and when advice is rec'd grom gov't/Trust	M M

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		e) The school's local health protection team (HPT) 5) All staff are made aware of any infection control procedures and social distancing arrangements for when the school re-opens via email/team meeting. Staff must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 6) All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter. Pupils are made aware of the school's infection control procedures in relation to coronavirus via their class and are informed that they must tell a member of staff if they feel unwell. 7) The SOM conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. 8) Visitors are made aware of infection control procedures on entry, although visitors to school will be limited. 9) The **Staff and Volunteer Confidentiality Policy** is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	5. Updated guidance shared via email 6. Parents sent Test & trace 1/9 & symptoms guide sent Sept and Oct Pupils made aware daily by staff	3&5. SM/KL to give training to new staff 6. SM to send symptoms guide monthly. write to parents. 7.SP –open to Cross Bar over the holidays 8&9.SP/Admin (most recent advice followed)	As new staff arrive ongoing	

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Premises	**H**	1) The caretaker checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. 2) The caretaker identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. 3) The caretaker checks all areas of the school grounds, including car parks and walkways, for any potential hazards. 4) The caretaker checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. 5) The caretaker checks all security systems for integrity and that they are in working order. 6) The headteacher ensures that the insurer's risk mitigation requirements are enacted and observed-the school is part of the Government RPA scheme and the Headteacher observes and adheres to all of the mitigating factors ie risk avoidance, acceptance, transference and limitation 7) All keyholder information is updated in accordance with the insurer's instructions, where required. 8) The caretaker checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. 9) External signage is visible to show that access to the school premises is restricted. 10) Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school re-opening to more pupils. None as of 31/12/2020 11) The headteacher ensures the school re-opens only when it is safe and advisable to do so, in line with local and national	Yes-open to Crossbar during holidays Yes	1-5, 10&13 WL to check all on 4/1/2021 6,11&12 SM 7,9 SP to oversee Classroom safety checks completed by staff w/b 4/1/2021 Hall check completed by WP/WL-w/b 4/1/2021	Ongoing 8/1/2021	L

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		advice. Increase as full class return 1/9/2020 (Hall 48max) for clubs 12) The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. Hall to be used only for WRAP only, back of hall can be used by staff for lunch times adhering to 2m social distancing 13) The caretaker arranges for any changes to the premises to be made to account for social distancing measures. (corridor markings, external paint marking) Hall set up for WRAP- 1/9/2020 onwards				
Electrical supply, systems and equipment	**H**	1) The relevant staff check that all phone and broadband connectivity is in working order. 2) The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. Termly checklist to be given to staff. Caretaker to check hall 3) A suitably qualified technician checks the main electrical supply eg. Computers and plug sockets 4) The caretaker ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. PAT testing began Oct 2020	Yes	1,2. SP to lead all staff in classes SP to engage with SITs re:migration & high speed fibre internetH&S checklist 3.Contracted services, ongoing maintenance 4. WL, -PAT	w/b 4/1/2021 4. 30/12/2020	L
Heating and ventilation	**H**	1) The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens.	Yes	W. Lloyd Contracted services,	Daily checks	L

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		2) The caretaker checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 3) Minimum of one window to be open in each classroom 4) The caretaker opens windows as directed in shared areas of the school. 5) The office administrator completes weekly checks of ventilation and restocking of PPE. This is then logged. 6) Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air (only if they are not fire doors). 7) To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: - opening high level windows in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) - providing flexibility to allow additional, suitable indoor clothing. 8) Rearranging furniture where possible to avoid direct drafts		ongoing maintenance	Ongoing as school partially open throughout forced closure	
Fire safety and evacuation routes	**H**	1) A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. 2) The fire safety officer and headteacher 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.	Yes	1,2 -W Lloyd 2,3- SM/KL 2,SC/SP	w/b 1/9/2020 30/11/2020 4/1/2021	L

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		3) The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. (Outlined in Return to School Action Plan) Evacuation practice to be conducted in first week of return-w/b 1/9/2020 and beginning of Dec 2020				
Water storage, drainage systems and sanitary appliances	**H**	1) A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. 2) All water systems are thoroughly flushed, e.g. toilets and taps, and the caretaker commissions a water treatment specialist to chlorinate water systems where required. 3) All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. 4) A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.	Yes	1. Water checks completed 2,3,4 W.Lloyd	Ongoing as part of annual H&S reviews Weekly check ups	L
Cleaning	**H**	1) The SOM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. 2) The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy. 3) 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. 4) All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. (adventure playgrounds, Severn room open to staff only and	Yes	1&2. Deep clean arranged with Jan Shurmer 5,6-S. Pacini 2,3,7- J. Shurmer/W Lloyd checks 4,5,6-All staff Sprays/sanitizers etc.available	ongoing	L

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		Violin lesson pupils with Bev) Hall to be used by WRAP and staff only 5) Adequate amounts of suitable cleaning agents are available. 6) Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners, First Aiders, Catering staff. (supplies securely stored during holidays) 7) Implement cleaning protocol following virus in the setting - PRIME services (organised by Empower Trust) will be used to fog classrooms following a class needing to be closed. 8) Toilet seats to be closed before flushing		in each class room Caretaker to secure stock until 31/3/2021		
Infection control and social distancing	**H**	*1) [We understand that reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles effectively where there is limited PPE available. This resource will be kept updated in line with any new guidance or changes to current advice.]* 2) Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. 3) Visual aids are in used to display social distancing measures, e.g. floor tape to mark left/right spacing. Accompanied with regular oral reminders 4) Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.- 5) Adequate amounts of soap, tissues and bins are available in the relevant areas. 6) Any phased reopening plans are in line with the relevant local and national advice. 7) The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximize infection control during busy periods, e.g. staggered	Yes	1, SM-most recent guidance 2. All staff 4, 5,WL 2,10-All staff 6,7,8,9,10,11, 12-18	ongoing	**M**

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		egress/breaktimes/lunchtimes/. New times completed and shared at staff briefing and via emails 8) Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios. (Full return DfE guidance 2/7/2020) 9) Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times, lunchtimes and break times 10) The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. No assemblies in the hall, max 48 pupils 11) 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. 12) Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Procedures, and are sent home as soon as possible. Immediate test and trace to be sort. 13) Staff/visitors and pupils will be temperature tested within 30 mins of arrival- temperatures above 37.5 will be isolated and retested after 30mins. Temperatures above 37.5 to go home 14) Outdoor areas to be timetabled limiting social interaction 15) Minimise contact with individuals who are unwell by ensuring that individuals who have corona virus symptoms, or who have someone in their household with symptoms, must not attend school in line with latest guidance.				

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		16) All staff have information and access to testing 17) All staff will wear a mask or shield when in communal areas such as corridors and when covering in classes that they do not usually work in. TAs will wear shields/masks in every class and maximise distancing between themselves other adults and children. Crossing of classes for staff will happen but will remain minimal. 18) Exemptions - Some individuals are exempt from wearing face coverings. This applies to those who: -cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability - speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate - The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. 19) Clean hands before and after touching face coverings. Store in a sealed bag when not in use. 20) Staff to receive updated information on use of PPE when attending a first aid situation.				
Community wellbeing	**H**	1) The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Government guidance now recommends all pupils shielding return to school 2) Staff and volunteers notify the headteacher and their line manager if they need to be shielded because they: a) Have an impaired immune system. b) Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus. c) Are aged 70 or over.	Yes	1,2,3,4,5&6 S. Munro SENCO DSLs Cohort Leaders All staff Learning Mentor ELSA Support SP to ensure new starters have completed	HR support ongoing 2/11/2020	**L**

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		d) Are pregnant. 3) SLT/Empower Trust hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. 4) The SLT/Empower Trust considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. 5) If required, staff can adjust their working hours, as agreed by the Empower Trust 6) The headteacher ensures that the school can be adequately and safely staffed when it reopens. 7) Where practicable, the headteacher liaises with the Trust about putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload-in accordance to most recent guidance. 8) The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimize the risk of stress. 9) 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. 10) The headteacher and DSLs 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.		fitness for work form-KM/NL 7,8,-SM 9-KL parental consultation calls held for all SEN pupils 10. Contact info for SAS shared along with links for DfE suggested wellbeing support		
Lunchtimes	**H**	1. Packed lunches to remain in classrooms or eat outside in designated areas 2. Rota for hot lunches on staggered times- taken to classroom bases	Yes	1-All staff 2-KL/AK 2. MF/LW to clean rooms		

Area for concern	Risk rating prior to action H/M/L	1. Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
				whilst pupils are outside		
Access to learning	**H**	1) The headteacher works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school re-opens, where required. 2) 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. 3) SLT and PPA staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups they should try and keep socially distanced from pupils and other staff. 4) 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 re-opening, where required. 5) The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely.	Yes-see full recovery plan/SDP	1,2,3-S.M. SENCO DSLs Cohort Leaders All staff Learning Mentor	**ongoing**	**L**
Staff Availability	**H**	6) Discussion with staff who may be anxious and value the opportunity for a discussion and reassure staff about the protective measures in place. 7) Information advice updated 30th December 2020: • Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. • All staff should follow the measures set out in the risk assessment to minimise the risks of transmission. Extremely Clinically vulnerable- In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should	Y	SLT	**ongoing**	

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		not go into work. All staff can continue to attend school in local restriction tiers 1, 2 and 3. Clinically vulnerable staff and children Clinically vulnerable- staff can continue to attend school. While in school they should follow the control measures in this risk assessment to minimise the risks of transmission. Pregnant Staff- Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. A risk assessment will be carried out for all pregnant women. Wherever possible cover will be through TAs and only TARA and Protocol agency staff used. • Face shields/masks will be worn by members of staff crossing bubbles and distancing measures will be maximised. • Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly. Managers will discuss and agree any changes to staff roles with individuals. • Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher, this will not be at the expense of supporting pupils with SEND.				
Safeguarding	**H**	1) The DSLs liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school re-opening, e.g. ongoing bullying. 2) The DSLs ensure that adequate pastoral care is in place to support pupils and staff who require it. 3) The DSLs ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. 4) Staff and pupil bereavement is managed in line with the Bereavement Policy.	Yes	1,2 SM/KL/CW SENCO DSLs Cohort Leaders All staff Learning Mentor SC/LJ-ELSA	**ongoing**	**L**

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		5) Pupils in receipt of FSM will receive a food parcel from if they are are: - self-isolating - have had symptoms or a positive test result themselves - are a close contact of someone who has coronavirus (COVID-19) • are not attending as a result of implementation of local restrictions advised by government				
Communication	**H**	1) The headteacher liaises with the Trust about re-opening the school and includes any local guidance into the re-opening action plan, where required. 2) The school's website is kept up-to-date with any information regarding re-opening, e.g. dates and local arrangements. 3) Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Inform parents via email 4) Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. 5) Staff are informed of who they can turn to for support and there are avenues they can follow, e.g. senior staff or cohort leaders, SAS counselling 6) 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. 7) The headteacher liaises with the CEO about possible arrangements for re-opening the school, where necessary by 15/7/2020 8) Pupils are informed about the relevant information regarding re-opening, e.g. social distancing measures and how lessons will be delivered on first day of return.	Yes	1,3,4,5,6,7,10 -SM agreement 6-Download NHS posters 2,-SP 5-All staff 9-SP	ongoing	**L**

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		9) The SOM communicates with suppliers regarding re-opening the school and reinstating or suspending the supply of any required goods. 10) 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.				