

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19

Activity/Situation	Wider Opening of Schools							
Location	Crooksbar Primary, Petrel Crescent, Stockton, TS20 1SN.							
Persons at Risk	Pupils	✓	Employees	✓	Visitors	✓	Contractors	✓
Hazard(s)	1. Social Distancing Measures Not Followed							
	2. Social Distancing Measures Not Followed During Travel to and from School							
	3. Incomplete Premises Management Checks							
	4. Inadequate Cleaning							
	5. Shared Resources							
	6. Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors							
	7. Site User Becoming Unwell							
	8. Site User Developing Symptoms							
	9. Inadequate Hand Washing/Personal Hygiene							
	10. Inadequate Personal Protection & PPE							
	11. Visitors, Contractors & Spread of Coronavirus							
	12. Inadequate Ventilation							
	13. Fire and Intruder Alarms and Emergencies, Including Lockdown							
	14. School Activities							
	15. Mental Health of Pupils and Staff is Adversely Affected							
	16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.							
	17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.							

This document is meant to be a 'living' document that can be updated when required to reflect changes of guidance of or within the individual setting, as far as it is reasonably practicable to do so. Schools should consult with their workforce and trade union as part of putting measures in place.

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Control Measures	Additional Information	Yes	No	N/A
1. Hazard - Social Distancing Measures Not Followed				
Primary school class/group numbers have been adjusted (after considering available space) to determine safe numbers in order to maintain a 2-metre distance between working spaces. This will enable compliance with social distancing rules.	DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to.	Early Years Foundation Stage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As per the existing 'Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak' guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of pupils who use the cloakroom facilities at any one time are limited to ensure they do not become crowded and so social distancing can be maintained.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classrooms and learning spaces have been re-modelled with desks and chairs in place that allows for social distancing. Spare chairs have been removed so that they can't be used to compromise social distancing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff consistently model good practice in terms of social distancing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Pupils use the same classroom or area of a setting throughout the day. Where movement or circulation is necessary, measures are in place to ensure a 2-metre distance between pupils (and staff).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are seated at the same desk each day if they attend on consecutive days. If pupils do not attend on consecutive days, then cleaning procedures are in place between groups.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups. It is made clear to parents that while every endeavour will be made to ensure children within school comply with social distancing requirements, this cannot be guaranteed.	These measures should be adhered to during period of wet lunchtimes and breaktimes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.	Key worker group stays separate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to children with SEN especially where there is a known risk of them requiring Team Teach (physical intervention) strategies and/or biting and spitting other pupils or staff. An individual risk assessment for children in this category will be undertaken and the most appropriate outcome determined that ensures the safety of the child, other pupils and staff.	School SENDCo to be responsible for ensuring risk assessments for children with SEN are undertaken if necessary. *FPC and TM not attending.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During this initial phase of wider re-opening, children will not have access to one to one adult support, even if this is normally in place for them. If necessary, an individual risk assessment will be undertaken to look at alternative options.	School SENDCo to be responsible for ensuring risk assessments for children with SEN are undertaken if necessary. *Waiting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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As pupils will be taught in much smaller groups, this will ensure all children have access to more targeted support.	for further medical advice on return of DS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to which lessons or classroom activities could take place outdoors.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.	Y6 and EYFS to run as separate entities in terms of access.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school behaviour policy has been revised to ensure compliance with social distancing and this has been communicated to staff, parents and pupils.	Policy updated 28.5.20.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of pupils who use the toilet facilities at any one time are limited to one at a time where possible to ensure they do not become crowded. Visual aids to illustrate a 2-metre distance will be in place at toilets and handwashing/sanitiser facilities and pupils will be made aware of them.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is clear signage in classrooms and circulation spaces that promotes social distancing.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have been suspended until further notice.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time. External areas are designated for different groups and pupils	KS2 outdoor area separated for Y6 and KW.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>are reminded about social distancing as break times begin. Supervision levels have been reviewed, especially with younger year groups, to support implementation of social distancing.</p>				
<p>Lunch breaks are staggered. External areas are designated for different groups after they have eaten their lunch, and pupils are reminded about social distancing as lunch times begin. Supervision levels have been reviewed, especially with younger year groups, to support implementation of social distancing. Pupils should 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. Consideration should be given to the use of floor markings to demonstrate social distancing and help with queue management. If such measures are not possible, they should be brought their lunch in their classrooms. Guidance has been issued to parents and pupils regarding packed lunch arrangements e.g. use of disposable bags rather than packed lunch boxes or cases.</p>		☒	☐	☐
<p>Shared areas such as halls, dining areas and internal and external sports facilities are used for lunch and exercise at reduced capacity and in line with social distancing rules. Use of enclosed spaces for PE lessons is reviewed in terms of social distancing, given the possibility of more intense expiration/coughing projecting over a greater distance during physical activity. Outdoor spaces may be used as an alternative.</p>	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.</p>	☒	☐	☐
<p>Circulation plans have been reviewed and revised. Consideration given to potential pinch points and bottlenecks and a plan devised to manage these. Consideration given to one-way circulation or placing a divider down the middle of the corridor (where feasible), to keep groups apart as they move through the</p>	<p>Where schools have lifts and/or staircases, arrangements are in place for safe movement incorporating social distancing</p>	☒	☐	☐

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setting where spaces are accessed by corridors. Pupils advised not to hold hands.	measures. (N/A at Crooksbar).			
Consideration given to pupils that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).	Additional support to EYFS from teachers to follow rules.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered.	As outlined in letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their pupils need to be accompanied to the education or childcare setting, only one parent should attend.	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow social distancing guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact, including a plan for managing the movement of people to reduce the likelihood of people congregating. The use of floor markings or other visual aids will be considered to help with this.	Schools will regularly remind parents of the protocols in relation to pick up and drop off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance/exits to use).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is made clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).	Outlined in letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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The number of entrances and exits will be maximised and external entrances to classrooms will be used where practical.	For safeguarding purposes, these must be closed at all times when not being used for access/egress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple groups do not use play equipment simultaneously.	Outdoor fixed play equipment on KS2 playground not to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	Both Reception classes running as separate entities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working in offices are adequately distanced, are on a rota or are working from home.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using the staff room are limited and/or the use of the staff room is staggered to ensure social distancing is maintained. Staff room furniture is reconfigured to adhere to social distancing.	Signage in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff undertaking home visits will do so on a case by case basis and only, <ol style="list-style-type: none"> 1. if absolutely necessary 2. where an electronic form of communication is not appropriate and, 3. upon consideration of the following; <ul style="list-style-type: none"> ➤ Risk to the pupil ➤ Risk to family ➤ Risk to the member of staff ➤ National guidance on social distancing and hygiene 	No home visits for new Nursery starters. Packs delivered adhering to measures outlined adjacent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>➤ Statutory responsibilities including safeguarding</p> <p>Staff contact the family prior to the visit to ascertain whether any member of the household is suffering from symptoms of COVID-19. Where they report no COVID-19 symptoms, no PPE is required but a 2-metre distance will be maintained. Good basic hygiene - handwashing or sanitiser before and after the visit should be followed and staff advised not to touch their face during the visit.</p> <p>Where it is not possible to ascertain whether any member of the household is suffering symptoms of COVID-19 prior to face-to-face contact, steps will be taken to mitigate risk. These could include;</p> <ul style="list-style-type: none"> • Knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres. • Taking PPE as a precautionary measure. 				
2. Hazard - Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required.	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times.	No pupils have external transport arrangements.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.	As above.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils with complex needs who need support to access the vehicle or fasten seatbelts.	As above.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revised travel arrangements are clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Incomplete Premises Management Checks				
<p>Review of arrangements for all building-related systems undertaken, focussing in particular on:</p> <ul style="list-style-type: none"> • hot and cold-water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation <p>A separate premises checklist is in place to ensure all systems and checks have been completed.</p>	Headteachers and site staff should consult with the Trust Estates Manager who has overall responsibility to ensure these have been adequately completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inadequate Cleaning				

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Discuss with cleaning contractors or staff the additional cleaning requirements and where required, agree additional hours to allow for this.	Arrangements made with MBC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, water cooler taps etc. are cleaned more regularly than normal.	Each classroom to have disposable gloves and disinfectant spray available to clean resources or surfaces after use, or if a pupil or member of staff coughs or sneezes onto a piece of equipment. Access to chemicals is restricted. Disposable gloves to be disposed of correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads, staff signing in systems and other frequently used touch screens (e.g. photocopiers) are regularly sanitised particularly first thing in the morning and where possible after each use.	Part of cleaning arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day. Consideration given to purchasing pedal-activated lidded bins. Bins will have disposable bin liners in them. Normal domestic waste is disposed of in the normal way. Waste generated by someone with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is placed in a plastic rubbish bag and tied when full. This is then put into a second bin bag and tied. This is then put in a suitable and secure place (securely away from children) marked for storage of COVID-19 contaminated waste and left for 72 hours before it is put in the normal waste.	COVID-19 contaminated waste does not require a dedicated clinical waste collection. If pedal-activated bins are not in place, then measures to be put in place to ensure regular sanitising of bin lids throughout the day. Part of cleaning arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Hand soap, hot water and paper towels are available in every toilet and		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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changing area, and (where possible) in classrooms too.				
Disposable tissues are available in each room for both staff and pupils to use.		☒	☐	☐
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it.	Soft furnishings removed.	☒	☐	☐
Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of pupils using it.		☒	☐	☐
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere.		☒	☐	☐
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed.		☒	☐	☐
Fabric chairs and beanbags are taken out of use where possible, unless limited to single person use.		☒	☐	☐
Procedures are in place to clean rooms that have been used as a holding area for pupils, staff or anyone else who has accessed the school building and who are displaying the symptoms of COVID-19, until they can go home. This includes other areas that have been used, such as toilets. See Site User Becomes Unwell in School section of this risk assessment.	Outdoor gazebo area near KS2 to be used as holding area. Existing medical room not viable due to location, size, ventilation.	☒	☐	☐
5. Shared Resources				
Pupils advised not to bring personal items in from home as this will reduce		☒	☐	☐

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possible spread of the virus.				
Shared materials and surfaces are cleaned and disinfected more frequently and between different groups/users. Schools to consider the types of resources that can be used that do not require shared access. Consideration also given to individual sets of frequently used resources to each child to prevent cross-contamination.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to the management of home reading. Where reading books are sent home, these will be cleaned upon arrival back at school.	Schools may wish to utilise online reading platforms or sending photocopied excerpts of texts home instead of reading books.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to curriculum adaptations, especially in reception and nursery classes that rely heavily on the use of shared resources.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared water fountains have been switched off. Single-use disposable cups to be used for access to water via water coolers.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff to maintain personal responsibility for their own cups and cutlery and not share these with others. Items must be washed after each use, using disposable roll and washing up liquid (washing up liquid is usually shared between staff and so hands will need to be washed after handling the bottle) and kept in the staffroom. Alternatively, disposable (and where possible		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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recyclable) cups and cutlery should be considered.				
6. Staffing and the Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Pupils who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible.	FPC/DS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised not to attend work. Home working arrangements to be put in place.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable and are ‘shielding’ (as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a 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 their education or childcare setting.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the clinically vulnerable group and to follow government advice as it is issued. The school to ask the employee for details of their health condition and determine if home working can be undertaken, if individuals cannot work from home, they should be offered the safest available		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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on-site roles, staying 2 metres away from others wherever possible.				
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately.	See Inadequate Cleaning section of this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies are agreed prior to school reopening on the wearing of school uniform and business dress. Staff and pupils are advised to wear clean clothes each day to minimise the risk of COVID-19 transmitting via fabric. Expectations are communicated to staff and parents.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a spike or increase in the number of confirmed COVID-19 cases in an individual setting, advice will be sought from Public Health England regarding the implementation of any specific or targeted actions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In respect of all employees, the Trust will continuously monitor and assess any adverse impact from the wider reopening procedures, and adjust where required, this includes monitoring those groups where Covid-19 may have a disproportionate impact. The Trust will also continuously monitor changes to the government's shielding advice and categories.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Site User Becoming Unwell in School				
If anyone becomes unwell with a new, continuous cough, a high temperature or anosmia (loss or change in the normal sense of smell, a loss of taste can also	COVID-19: guidance for households with	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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be linked) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Schools to ensure that up to date contact information is in place. If a child is vulnerable and under the care of a social worker, then school will contact social care to inform them that the child has been sent home with symptoms of COVID-19.	possible coronavirus infection guidance			
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Gazebo area to be used, as above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE should be worn by staff caring for the pupils while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupils or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature or anosmia, they do not need to go home unless they develop symptoms themselves (and in which case, a test is		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>available) or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>				
<p>When cleaning the affected area, aprons and disposable gloves are worn. Using disposable cloths, paper roll and/or disposable mop heads, the hard surface (e.g. floor, chairs, door handles and sanitary fittings) is cleaned using warm soapy water. The surface is then disinfected with normal disinfectant used in schools, or a normal household disinfectant, with particular attention paid to frequently touched areas such as bathrooms, grab rails and door handles. If there is a visible contamination of bodily fluids, then the person undertaking the cleaning should consider the need for additional PPE to protect the eyes, mouth and nose. After cleaning is completed, all PPE should be removed properly (see PPE section of this risk assessment), double-bagged, along with the used disposable cloths and mop heads, then stored securely for 72 hours then disposed of in the normal waste (See inadequate cleaning section of this risk assessment). Staff must avoid creating splashes and spray while cleaning. If items cannot be cleaned using detergents or laundered (such as upholstered furniture), then steam cleaning should be used. Any items heavily contaminated with bodily fluids that cannot be cleaned by washing should be disposed of.</p>	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Guidance states;</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors), but which are not visibly contaminated with bodily fluids will be cleaned as normal.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Site User Developing Symptoms				

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Control Measures	Additional Information	Yes	No	N/A
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a pupil or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.	The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, track and trace in place from 27.05.20 as per Government information	www.nhs.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.	If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control Measures	Additional Information	Yes	No	N/A
9. Inadequate Handwashing/Personal Hygiene				
An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Hand dryers have been disconnected and replaced with disposable hand towels.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring arrangements are in place to ensure that supplies of liquid soap, handtowels and sanitiser are maintained throughout the day.	Headteachers to ensure this responsibility is allocated to an appropriate person e.g. caretaker and that this person knows and understands the requirements of this responsibility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff/pupils/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.	Visual aids to illustrate a 2-metre distance will be in place at toilets and handwashing/sanitiser facilities and pupils will be made aware of them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand sanitiser stations are also in place at the school entrance for people to use when entering and leaving the school building.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted across school regularly. Pupils are also reminded that if a tissue is not at hand, then they should sneeze of cough into the crook of their arm.	 <p>CATCH IT Germs spread easily. Always, carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germs can live for several hours on tissue. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p align="center">NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels <u>MUST ONLY BE USED UNDER CLOSE SUPERVISION</u> because in normal circumstances pupils should not be using alcohol-based hand cleansers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration should be given to allocating individual toilets and sinks to pupils where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.	This needs to be done first thing in the morning, after breaks and after lunch at least.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands must be dried properly to prevent infection and drying out. Hand dryers are disabled and replaced by disposable paper towels which should then be disposed of appropriately – see inadequate cleaning section of this risk assessment.	Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inadequate Personal Protection and PPE				
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a fluid-resistant face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff required to wear PPE have been instructed on how to put it on and how to remove it carefully to reduce contamination. Also, instructions on how to dispose of it safely has been communicated to all staff. See Inadequate Cleaning section of this risk assessment</p> <p>PPE could include the following;</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Disposable fluid-resistant face masks • Eye protection 	<p>See Public Health England Guidance for putting on and taking off PPE for non-aerosol generating procedures;</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p>	☒	☐	☐
<p>Staff are reminded that wearing gloves is not a substitute for thorough handwashing.</p>		☒	☐	☐
<p>Schools should use their local supply chains to obtain PPE.</p>		☒	☐	☐
11. Visitors, Contractors and Spread of Coronavirus				
<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled, postponed or meeting takes place virtually.</p>		☒	☐	☐
<p>All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.</p>		☒	☐	☐
<p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely. Non-essential premises works will be suspended until further notice.</p>		☒	☐	☐

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Inadequate Ventilation				
Ventilate spaces with outdoor air. Where possible, the use of outdoor spaces for curriculum activities will be used.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted. Consideration given to which doors are safe to prop open, bearing in mind some children may run out of their classroom and therefore expose themselves to a greater risk. It is recommended that this is risk assessed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and pupils to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
usual routes. Repeat as necessary with new starters (staff/pupils).				
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.	CT to discuss with site manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. School Activities				
Pupils do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between cohorts.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational visits have been suspended until further notice.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment of the school's first aid requirements will be reviewed to ensure adequate provision, including the requirements for paediatric first aid. First aid staff will have appropriate PPE available (suggested disposable gloves and aprons) to reduce the likelihood of cross contamination. First aid materials to be disposed of correctly.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>Cash handling should be minimised as far as possible. However, if this is essential and cannot be avoided, the disposable gloves should be worn. Parents are asked to place any money in an envelope (clearly marked) and then hand in to the school. Staff handling cash or envelopes from parents could use disposable gloves for this purpose, however they must be discarded immediately afterwards and then they must wash their hands for 20 seconds using soap and water (or sanitiser if this is not readily available). When counting money for banking and recording purposes, disposable gloves should be worn and then disposed of correctly after use. Even after using gloves, the user must wash their hands appropriately with soap and water.</p>	<p>School is cashless.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Measures to handle post and parcel deliveries are in place. Staff should consider wearing disposable gloves when handling these items, and then removing and disposing of them immediately afterwards in the correct way. Staff should be careful not to touch any other object or surface while wearing the gloves. Staff should then wash their hands for 20 seconds with soap and water after removing and disposing of their gloves.</p>	<p>Where possible, external items should be left for a period of time before handling (suggested times are cardboard – 24 hours, plastic packaging - 72 hours) as scientific information suggests that coronaviruses can live on these surfaces for these times. The longer they are left, the lower the risk of contamination. Where this is not possible, then handlers are advised to adhere to strict handwashing procedures after handling.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Mental Health of Pupils and Staff is Adversely Affected				
<p>There are trained staff available to support pupils with mental health issues</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>There is access to designated staff for all pupils who wish to talk to someone</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
about wellbeing/mental health.				
Wellbeing and mental health are discussed in PSHCE lessons for those pupils attending school and also those at home. Appropriate methods are used for younger pupils (e.g. stories and games) to help them talk about their feelings.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources and websites are identified and available to support pupils' mental health and wellbeing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has access to trained staff who can deliver bereavement counselling and support. Support is available from other external organisations if necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Line managers are proactive in discussing wellbeing with staff that they manage, including their workload. Staff are encouraged to be aware of their mental health and wellbeing and to raise any concerns with their line manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are signposted to useful websites and resources.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone counselling service is available to all staff and/or a confidential referral to the Trust's counselling provider.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working from home have regular catch ups with their line manager. They are encouraged to speak regularly to colleagues and to take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health and Wellbeing Policy for staff is in place which has been agreed by Trade Unions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
Trust HR Manager is in post to support Headteachers and Line Managers to help effectively manage mental health and wellbeing issues.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.				
The CEO of Ad Astra maintains regular contact with Trustees and Headteachers (communication with the Chair of Trustees takes place daily during COVID-19 crisis). Reports are prepared by the CEO and the wider central Trust team to ensure Trustees are well-informed about current issues across all schools. The Trustees also meet virtually on a regular basis. Decision making is facilitated by this forum or via email correspondence.	HT in regular contact with Chair/Vice Chair of FGB.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Trustee meetings have structured agendas and are minuted to ensure an accurate record of discussions and actions is maintained and to demonstrate that the Trust officers and Headteachers are being held to account for statutory responsibilities.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headteachers are encouraged to maintain contact with the Chair of their Local Governing Body and their wider local governing body where appropriate, to keep them updated with issues pertaining to their school.	Chair and Vice Chair updated regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.				
School staff are maintaining regular contact with parents and pupils where possible to discuss any pastoral or academic issues.	Online contact programme to continue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headteachers are ensuring that home learning is accessible to all pupils, including hard copy learning packs or online work, with the opportunity to	PSA in regular contact with vulnerable and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19

Control Measures	Additional Information	Yes	No	N/A
contact school for help if needed. Where parents and pupils are difficult to contact, schools are looking at novel ways to get home learning activities to the hardest to reach families.	difficult to reach families.			
Trust hub meetings for identified groups of staff are continuing and are facilitated virtually by the Trust Head of School Improvement and Deputy Lead for School Improvement. These meetings explore CPD opportunities for staff in the context of COVID-19 to help staff in supporting their pupils now and in light of a future return to school. The impact of the current crisis is a thread running through these sessions.	SLT to support and encourage participation in events.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home learning will be calibrated to complement in-school learning to ensure all pupils are accessing similar work and to reduce the impact on the workload of teaching staff.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The curriculum is reviewed, and educational provision incorporates a focused diet on quality first teaching and strong pastoral and wellbeing support.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers or schools provide online discussion groups for children to share learning and receive feedback where home learning is being accessed.	Online communication process via website to continue.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For home learning, checklists and daily or weekly plans are in place to help promote independent learning. As well as promoting opportunities for children to reflect on their work.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to EEF review on home learning framework which incorporates activate (link to prior learning), explain, practice and reflection opportunities.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures		Additional Information		Yes	No	N/A
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input checked="" type="checkbox"/>		
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Have you identified any further control measures needed to control the risk and recorded them in the action plan?		Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>		
Action Plan (insert additional rows if required)			To be actioned by			
<i>Further control measures to reduce risks so far as is reasonably practicable</i>		Name		Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk		High <input type="checkbox"/>		Medium <input type="checkbox"/>		Low <input checked="" type="checkbox"/>

School Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures		Additional Information		Yes	No	N/A
assessment.						
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
If no, has this been escalated to senior leadership team/CEO?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Assessor(s):	Chris Twiby	Signature(s): Chris Twiby				
Position(s):	Headteacher					
Date:	28.5.20	Review Date: 1.6.20				
Risk Rating	Action					
High	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)					
Medium	Review/add controls (as far as reasonably practicable) & monitor					
Low	Monitor control measures					