



## **School Safe Risk Assessment | Covid-19 Pandemic | School Full Re-opening 8<sup>th</sup> March 2021**

**Updated: 1<sup>st</sup> March 2021**

This risk assessment has been updated in the light of the latest government announcement that schools are to fully re-open on Monday 8<sup>th</sup> March 2021.

The Department for Education's operational guidance for schools can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/964351/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf)

In addition to the national measures put in place, the previous essential measures continue:

- a requirement that people who have symptoms stay at home
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly, more often than usual
- ensuring 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
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

The systems of controls outlined in this document, in addition to government advice means we have created an inherently safer environment for our children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, or who believe they may be at possible increased risk from coronavirus, school leaders will willingly discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place. Clinically extremely vulnerable staff, are to shield at home.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation can make school buildings cooler than normal. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing.

For those children not in school, for statutory reasons, remote learning will be provided.

**Igniting Curiosity | Shaping Futures**

Remote learning will include:

- daily maths and English input, progressing learning
- wider curriculum input that will be varied and engaging
- teachers providing feedback regularly.

The following Risks and Countermeasures were updated on **1<sup>st</sup> March 2021**:

**Premises/ Health and Safety**

	<b>Risk</b>	<b>Countermeasure</b>	<b>By whom?</b>	<b>By when?</b>
1	Pupil or adult displays symptoms of C-19	<ul style="list-style-type: none"> <li>• PPE provided for staff member supervising pupil</li> <li>• Designated isolation room – this is separate to the normal first aid room; door should be closed and ventilation open when occupied by pupil or adult displaying symptoms</li> <li>• Deep clean of isolation room and areas staff member or pupil had contact with</li> <li>• Refer to current guidance on communicating with staff and parents</li> <li>• Information provided about testing procedure</li> <li>• Request to be informed of test outcome. If a test is positive, follow current guidance about isolation</li> </ul>	SLT	In place
2	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> <li>• Designated toilets for each bubble, contained within bubble classrooms/ communal toilets</li> </ul>	SLT	In place

		<ul style="list-style-type: none"> <li>• ARC children allocated a specific toilet</li> <li>• Staff allocated to specific toilets</li> </ul>		
3	Parents/ carers anxious about the safety of the school	<ul style="list-style-type: none"> <li>• Children organised into bubbles which has been communicated and explained to parents/ carers</li> <li>• Movement within bubbles kept to a minimum</li> <li>• Larger bubble gatherings avoided e.g. no assemblies</li> <li>• Frequent communication via Class Dojo</li> <li>• Clear expectations communicated on arrangements and procedures if a child/ adult displays Covid-19 symptoms</li> <li>• Opportunity for parents to share concerns and ask questions via Class Dojo, email etc.</li> <li>• Children to use the same desk each day where possible</li> <li>• Staggered drop-off/ pick-up times communicated and social distancing insisted upon</li> <li>• Adults not allowed on site for drop-off; the wet weather 'drop n' go' policy mobilised for the whole school</li> <li>• Only one adult allowed on site to pick-up child/ren; pick-up points specified to enable social distancing</li> <li>• Hand-washing enforced when entering/ leaving a classroom</li> </ul>	MF/ HA	Ongoing

4	Congestion at start and end of day	<ul style="list-style-type: none"> <li>Adults not allowed on site for drop-off; the wet weather 'drop n' go' policy mobilised for the whole school</li> <li>Only one adult allowed on site to pick-up children</li> <li>Limited contact between parents/ carers and staff. If contact is necessary, social distancing should be observed and face coverings worn</li> </ul>	SLT	In place
5	Risk to fire safety with increased ventilation i.e. open doors and windows	<ul style="list-style-type: none"> <li>In the event of a fire, fire wardens to close doors/ windows where possible</li> </ul>	Fire Wardens	In place
6	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> <li>Doors kept open, where possible</li> <li>Regular cleaning of handles and surfaces; regular use of fogging machine</li> </ul>	All staff	In place
7	Maintaining social distancing in the event of emergency evacuation	<ul style="list-style-type: none"> <li>Fire drill routines re-organised to maintain distancing between bubbles</li> </ul>	MF	In place and tested
8	Insufficient cleaning	<ul style="list-style-type: none"> <li>Working hours of cleaners adjusted, with additional capacity added</li> <li>Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required</li> </ul>	Team Clean/ HA	In place
9	Cross contamination in shared spaces such as toilets	<ul style="list-style-type: none"> <li>See Risk 2</li> <li>Children/ adults to clean hands on leaving/ returning to classrooms to reduce the spread of contagions</li> <li>Communicate with parents to reinforce expectations</li> </ul>	SLT	In place
10	Risk to clinically vulnerable children/ adults/ parents/ carers is increased e.g. asthma	<ul style="list-style-type: none"> <li>See Risk 1</li> </ul>	SLT	In place

		<ul style="list-style-type: none"> <li>• Ensure register of vulnerable children/ staff is up-to-date. Specific risk assessments to be put in place</li> <li>• Ensure medication e.g. inhalers and spacers are available and in-date</li> <li>• Check a 'coughing' person is not asthmatic before assuming Covid-19 – first aid response should be calm and reassuring, but with a precautionary approach e.g. physical proximity/ ventilation etc.</li> <li>• Follow government testing and self-isolation guidance</li> </ul>		
11	Parents send children who are unwell to school	<ul style="list-style-type: none"> <li>• Clear guidance for parents/ carers on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms</li> <li>• Communicate government guidance, around illness, to parents/ carers</li> </ul>	MF/HA	Ongoing, per new update
12	Parents not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communicate protocols regularly</li> <li>• Support families who have a suspected case of Covid-19</li> </ul>	SLT	In place and ongoing
13	Lack of social distancing with young children	<ul style="list-style-type: none"> <li>• Bubbles are in place</li> <li>• Making use of time outside on breaks and ensuring the school has good ventilation with doors/ windows etc. left open</li> <li>• One-way systems around school to be followed at all times</li> </ul>	All	In place and ongoing

14	Classrooms have resources that do not need to be present with adjusted curriculum, but gets handled by children	<ul style="list-style-type: none"> <li>Classrooms have unnecessary equipment removed before opening and stored away where possible</li> <li>Small piece equipment e.g. Lego, is cleaned following use.</li> </ul>	Teachers	In place and ongoing
15	Unable to maintain social distancing whilst carrying out first aid	<ul style="list-style-type: none"> <li>Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure</li> </ul>	SLT	In place
16	Congestion using bike racks	<ul style="list-style-type: none"> <li>No bikes/ scooters are allowed to be left in school</li> </ul>	MF/ HA	In place
17	Travel	<ul style="list-style-type: none"> <li>Parents and staff are encouraged to only travel with members of the same household in each car</li> </ul>	MF/ HA	In place

### Staffing/ HR and Capacity

	Risk	Countermeasure	By whom?	By when?
1	Insufficient staff to cover absences	<ul style="list-style-type: none"> <li>Staff to be deployed within bubbles to cover absences</li> <li>Bubbles to be closed if staff: pupil ratios become too small</li> <li>Staff to maintain required social distance for all colleagues to avoid the spreading of contagions</li> </ul>	MF/ HA	In place
2	Unable to staff breaks/ lunch times	<ul style="list-style-type: none"> <li>SLT team leader to supervise break time; Dellar Sports to supervise lunch times</li> </ul>	SLT	In place

		<ul style="list-style-type: none"> <li>Wet play arrangements in place and adjusted as necessary</li> </ul>		
3	Staff not confident they will be safe – particularly those in nursery	<ul style="list-style-type: none"> <li>Clear guidance and training provided for staff in the appropriate use of PPE with sufficient PPE in stock to ensure compliance</li> <li>Specific training for site staff on infection control.</li> <li>Trust wellbeing line available</li> </ul>	Trust/SLT	In place
4	Unable to maintain social distancing for cleaning staff	<ul style="list-style-type: none"> <li>Staff clean when children outside</li> <li>Cleaning staff clean outside of school hours</li> </ul>	SLT	In place
5	Infection enters the school site	<ul style="list-style-type: none"> <li>Hand washing stations</li> <li>Admin/Reception area to remain closed</li> <li>Clearly marked areas reinforce where staff and children should stand to maintain social distancing</li> <li>Entrance to school site limited for nominated staff only</li> <li>Protocols for deliveries to school – signage at the entrance to the school/car park to explain process</li> <li>Protocols for staff bringing equipment into school</li> </ul>	All	Ongoing

6	Increased risk to vulnerable staff	<ul style="list-style-type: none"> <li>• Follow government guidance</li> <li>• Trust bank of model risk assessments</li> <li>• Use of Occupational Health</li> </ul>	Trust/ SLT	Ongoing
7	Staff not aware of testing protocols	<ul style="list-style-type: none"> <li>• Communication planning</li> <li>• Reinforce support available for staff and their families</li> <li>• Remind staff of self-referral testing process and employer testing referral process</li> <li>• Test results to be communicated to SLT</li> </ul>	MF	Ongoing
8	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> <li>• Each bubble given allocated space for breaks/ lunch</li> <li>• Refreshments and catering equipment provided for each staff break room</li> <li>• Staff encouraged to leave the site as soon as is practical at the end of the day</li> <li>• Meetings to be conducted online</li> <li>• One-way systems in place which should be observed at all times</li> </ul>	SLT	In place
9	Reduced capacity due to a member of senior/ middle leadership contracting Covid-19	<ul style="list-style-type: none"> <li>• Short-term: Re-allocate key duties during period of illness</li> <li>• Medium-term: ask for support from USP to provide additional leadership capacity</li> </ul>	SLT/ Trust	As necessary

		<ul style="list-style-type: none"> <li>• Identification of staff who are able to 'step-up' if required</li> </ul>		
10	Impact on school development priorities/ capacity to achieve priorities	<ul style="list-style-type: none"> <li>• Adjust priorities to focus on re-establishing the school's core business</li> <li>• Use OKRs to adjust priorities termly</li> <li>• Seek support from the Trust for identified areas of concern/ weakness</li> </ul>	MF	Ongoing
11	Induction of staff	<ul style="list-style-type: none"> <li>• Induction for new staff on all policies and procedures, to include new Covid-19 protocols</li> <li>• Induction in new protocols for all staff who have not been working during the closure period</li> </ul>	HA	Ongoing
12	Unable to support intimate care for Nursery/ Reception children in a safe manner	<ul style="list-style-type: none"> <li>• CPD with effective PPE provided as per guidelines</li> <li>• Intimate care risk assessments writing and signed</li> </ul>	Trust	In place
13	Unable to provide lunch supervision for 1:1 children	<ul style="list-style-type: none"> <li>• Maintain bubbles outside but supervise using alternative staff who maintain social distance</li> <li>• Risk assessment for each child in this category to review provision</li> </ul>	SENDCo	In place

14	Anxious staff	<ul style="list-style-type: none"> <li>• Induction on new protocols to reassure on how risks are being managed</li> <li>• Reminder of trust wellbeing scheme and other support available including occupational health and OM</li> <li>• Regular communications with staff</li> <li>• Discuss opportunity of unpaid leave with staff who do not want to return to work</li> </ul>	SLT	Ongoing
15	Pregnant members of staff	<ul style="list-style-type: none"> <li>• It is appreciated that staff may usually leave notifications of pregnancy until a later date, however staff should be encouraged to notify their line manager of a pregnancy at an early opportunity to put support measures in place including working from home</li> </ul>	SLT	Ongoing

**Personal Development (including Social, Emotional Wellbeing and Behaviour)**

	<b>Risk</b>	<b>Countermeasure</b>	<b>By whom?</b>	<b>By when?</b>
1	Unable to provide staggered break and lunch times for pupils	<ul style="list-style-type: none"> <li>• Staggered timetables in place that enable bubbles to maintain social distancing</li> </ul>	SLT	In place

2	Children aren't clear on school routines	<ul style="list-style-type: none"> <li>• Induction/practical training for staff/parents/children e.g. use of videos</li> <li>• Clear system for any accepted movement around the building including one-way systems with clear signage/ marking with tape etc.</li> </ul>	SLT	Ongoing
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> <li>• Regular and repeating notices/ training/ assemblies (virtually) on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment</li> </ul>	SLT	Ongoing
4	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> <li>• Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them</li> </ul>	HA	In place

### Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> <li>• Risk assessment on meeting the needs of children with SEND</li> </ul>	SENDCo	In place
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> <li>• Access resources provided by OM, Thrive, etc.</li> <li>• Utilise Thrive practitioners, ELSAs to support individual</li> </ul>	CA	Ongoing

		and small groups of children affected		
		<ul style="list-style-type: none"><li>• Deliver trauma informed sessions for parents / carers so they can support their children at home</li></ul>		