

Risk assessment – Schools Risk assessment for Full Opening during Covid-19 - OHS CF 015 010/3a

Corporate Health & Safety created this risk assessment on: 9 July 2020 (Corporate Health & Safety Review Date 9 July 2022)

Directorate: Children’s Services

Department: Education, Partnership, Schools and Colleges

Service: Education (LBB-run schools)

Location: All schools

Manager Completing Form:

Date Completed:

Overall risk rating: 6 (LOW)

Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at ‘Other risks (please detail)’ and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the ‘Additional controls to reduce risk’ column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity**- The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- **Hazard**- Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures**- Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating**- Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being First aid required and 5 being a fatality.

Likelihood (L) × Severity (S)

= Risk Rating (RR):

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

Possible Likelihood

5 Highly likely

RJB MJN

4 Likely

LKG KSW

3 Possible

2 Unlikely

1 Highly unlikely

Possible Severity

5 Fatality

4 Major injury

3 Hospital treatment

2 First aid required

1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

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Key for updates:

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
<p>General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p>	<p>Staff and pupil concerns not taken into account. Concerned about return to work and school</p>	<p>Staff and pupils</p>	<p>This risk assessment should be read in conjunction with the Action Plan that will need to be completed. It is circulated to all schools for dissemination by the school's own internal school consultation and training methods and reassurance will be sought that an Action Plan of all control measures in this risk assessment is completed by each school.</p> <p>Actions Plans for Community Schools must be returned to The Education Team to confirm the school has completed all necessary actions.</p> <p>The government is promoting the return of all school pupils from September. Likewise, nursery settings, breakfast and after school clubs will be encouraged to re-open in full. The following government advice was published on 2 July. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health and safeguarding impacts from being out of school. The Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Weekly staff bulletin, with attachments, sent on Fridays provides staff with details of the options being considered when planning for the full return to school in September.</p> <p>Details of the EAP are included within the bulletin to provide staff with access to confidential support that covers a range of issues.</p> <p>Contact with self-isolating staff is maintained on Mondays and Fridays to ensure all remains well.</p> <p>Staff provided with the opportunity to send in questions and/or queries ahead of a remote all staff meeting.</p> <p>Zoom meeting held for all staff and the queries/questions raised were responded to and clarified where appropriate.</p> <p>Zoom meeting held with HoDs, HoYs and HoSs to discuss the return to school in September including the timetable for the school day, providing the opportunity to feedback.</p>	<p>1</p>	<p>3</p>	<p>3</p>

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and children	<p>To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain in place until the pandemic ceases. School Leaders should ensure that systems are implemented to ensure the control measures are followed and any breaches recorded.</p> <p>As required under health and safety legislation, risk assessments must be subject to consultation with staff and findings published to staff. It is best practice to share the risk assessment also with parents.</p> <p>Where a suitable and sufficient risk assessment is in place, LBB Insurance will cover Covid-19 related incidents for Community Schools. A General Covid-19 risk assessment is in place for LBB staff and communicated within each school's own cascade system. Staff informed of plans (for example safety measures, timetable changes, staggered arrival and departure times and consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes community schools. Other schools should ensure that any appropriate additional steps have been undertaken consistent with any procedures in place for their own school.</p>	1	4	4	<p>Risk Assessment will be distributed to staff upon completion to provide clarity of the measures being taken to keep everyone safe and to provide them with the opportunity to raise any concerns. Staff were asked to consider and suggest further refinements.</p> <p>Full details of the return to school procedures for September, including safety measures, will be distributed to parents prior to the end of term and the risk assessment made available via the school website.</p>	1	3	3

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed. School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies. Senior leaders implement working practices promoting a good work-life balance. Staff surveys to be encouraged locally at each school on aspects of working during Covid-19. LBB Senior management 'Restore Group' in place for high level corporate decision making. School Governing Bodies must be involved in overseeing this risk assessment and its implementation.</p> <p>Staff to support pupil wellbeing and direct pupils and their parents to further information and support. The Department for Education, Public Health England and NHS England are hosting a free webinar for school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access it online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details.</p> <p>Curriculum focus on wellbeing and time allowed in the timetable for pupils to share their concerns.</p>	1	4	4	<p>Staff are regularly provided with details of how to access the confidential 24-hour Employee Assistance Programme (EAP).</p> <p>Staff to be surveyed every three weeks from the beginning of term in September, following the full school return.</p> <p>Risk assessment will be distributed to Governing Body who will be included in the survey.</p> <p>Daily form time given over to students to discuss their concerns collectively with their Form Tutor.</p> <p>Individuals with concerns have the opportunity to meet with a school counsellor.</p>	1	3	3

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>SEND to contact secondary school Inclusion Manager to discuss pupils transitioning who are vulnerable and/or have additional need.</p> <p><u>Current guidance up to the end of term July 2020 only:</u> Follow risk assessment CF015 010/3 until July 2020 and before full re-opening of the school. Current government guidance (from 1 June) regarding education and childcare settings. Two metre social distancing should remain in place until the end of the current term to July 2020. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	1	4	4	<p>SENDCo liaises with the Head of SEND at Bexley and the designated lead. Information regarding vulnerable and/or students with additional needs has been received and the IEN team are working towards a smooth transition into the school.</p> <p>SENDCo to discuss with Key Stage Managers/Safeguarding Lead to identify vulnerable students who may have additional needs.</p> <p>The IEN unit will be arranged for a limited number of students who are particularly vulnerable during break times. The students will be supervised by a selected/limited number of staff with a minimum 2 metre gap between everyone.</p>	1	3	3

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>Guidance for schools from September 2020:</p> <p>The following 9 control measures must all be met, more details of which are explained below in numbered Activities 1-9 from page 6.</p> <p>1) minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p>	1	4	4	<p>1. Staff and students are regularly reminded they must not attend school if they, or someone in their household, are displaying any of Covid related symptoms. The school must be informed of this.</p> <p>Staff and students are asked to arrange a test and contact the school with the result as soon as they receive it to enable the school to take appropriate action.</p> <p>Staff/students must self-isolate for 7 days whilst awaiting for the test result and anyone else in their household must self-isolate for 14 days, from the day you first displayed symptoms. If your test result is negative you and your household can stop isolating and return to school/work. If the result is positive, the NHS test and trace service will send either a text, email or call with instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify London Coronavirus Response Cell (LCRC), the LA Single Point of Contact and the Head of Education/Children's Services. Staff will be provided with all of the necessary information should any member of the school community</p>	1	3	3

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								the children of key workers within a designated area of the school.			
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<p>Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically</p>	Risk of Covid-19 transmission	Staff and children	<p>The return of pupils who are shielding or self-isolating</p> <p>The majority of pupils will be able to return to school in September, however the school should note that:</p> <p>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus. Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of COVID-19.</p> <p>This means that those on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding (7-7-20)</p> <p>If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p>	2	4	8	<p>In the event a student is unable to attend school because they have to self-isolate in line with public health advice, or because the rates in the local area has increased, remote learning will be made available and regular contact will be made by relevant members of staff on a pastoral basis.</p> <p>In the event the student does not have access to online learning, they should notify the school who will ensure measures of accessing the curriculum are made available.</p>	2	3	6

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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). Royal College of Paediatrics advice COVID-19 - 'shielding' guidance for children and young people . Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, continue to offer them access to remote education. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. Staff and children should not attend if they have symptoms or are self-isolating due to symptoms in their household. Parents must be told to strictly adhere to this. Symptoms of Covid-19 If a child or staff member develops symptoms they should be isolated in a separate room whilst awaiting their transport/lift home, then sent home immediately. Arrangements must be in place for anyone who becomes unwell with a new continuous cough or a high temperature or loss of sense of smell or taste and how they will be isolated. Follow the stay at home guidance .	2	4	8	In the event a student is unable to attend school because they are complying with clinical or public health advice, they will continue to have access to remote education and regular contact will be made by relevant members of staff on a pastoral basis. This will also be the case if they are unable to attend because their parents are following clinical or public health advice. Attendance/absence will be recorded as authorised and noted. In the event the student does not have access to online learning, they should notify the school who will ensure measures of accessing the curriculum are made available.	2	3	6

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<p>Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>Schools should actively engage with the government's Test and Trace system and contact LBB's Public Health Response Cell for assistance or if urgent, call 0300 303 0450. Schools must ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known, immediately. Be sent home to self-isolate if they develop symptoms in school.</p> <p>Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Schools must respond to locally imposed geographical lockdowns. If a local lockdown is imposed, the school must support pupils to study at home with priority given to children of critical key workers to retain a place in school.</p> <p>Any action to prevent further infection will be guided by the health protection team who advise who needs to self-isolate from the school by number of confirmed cases in school.</p> <p>Protect the confidentiality of those tested positive. In some cases, a larger number of other children may be asked to self-isolate as a precaution.</p>	2	4	8	<p>In the event that staff/student display symptoms while at home, they must not attend school.</p> <p>In the event that staff/student develop symptoms while at school, they will be escorted to a designated room by a Covid aware first aider where they will remain until they are collected (staff with their own transport may leave the school site). Dedicated toilet facilities are available and will not be put back into use until they have been sanitised.</p> <p>Staff/students are asked to arrange a test and contact the school with the result as soon as they receive it to enable the school to take appropriate action.</p> <p>Staff/students must self-isolate for 7 days whilst awaiting for the test result and anyone else in their household must self-isolate for 14 days, from the day symptoms were first displayed. If your test result is negative you and your household can stop isolating and return to school/work. If the result is positive, the NHS test and trace service will send either a text, email alert or call with instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify London Coronavirus</p>	2	3	6

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			<p>School must follow decontamination advice: the COVID-19: cleaning of non-healthcare settings guidance</p>				<p>Response Cell (LCRC), the LA Single Point of Contact and the Head of Education/Children’s Services.</p> <p>Following advice from the LCRC, a letter will be sent to the parents of students that should self-isolate.</p> <p>Following a potential case of Covid-19, the areas used by the individual will be thoroughly cleaned using the following method:</p> <ul style="list-style-type: none"> • Cleaning staff will wear disposable gloves and apron; both will be disposed of after use and will be double bagged for safety and stored for 72 hours before disposing of with the regular waste. • All hard surfaces will be cleaned with warm soapy water using a disposable cloth. • All surfaces are then cleaned with disinfectant. Particular attention is required with frequently touched surfaces such as handrails, door handles, light switches. • If an area has been heavily contaminated such as with visible bodily fluids from a person with Covid symptoms, protection for the eyes, nose and mouth must be worn in addition to the gloves and apron. • Hands must be regularly washed for 20 seconds and after removing gloves, apron and other protection used while cleaning. 			
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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) within 5 days of symptoms starting. A negative test means that if the child/staff member feels well, they may return to school but they may still have another virus such as a cold or flu, in which case it is best to avoid school until they feel better. Other members of the household can stop self-isolating. A positive test ensures rapid action to protect other pupils and staff in their setting. Those who are positive must inform the school. If someone tests positive, they should follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or loss of smell can last for several weeks once the infection has passed. If a pupil or staff member tests positive, that person must self-isolate for 7 days or until well and the rest of the class or bubble group should be sent home and advised to self-isolate for 14 days. The other household members should self-isolate for at least 14 days from when the first person had symptoms. Advice can be sought from the health protection team .	2	4	8	Records will be maintained detailing the staff/students/rooms used in the event someone displays symptoms of Covid-19: <ul style="list-style-type: none"> • High temperature (you feel hot to touch on your chest or back) • A new continuous cough • A loss or change to your sense of taste or smell In the event this happens, the person displaying the symptoms must request, at the earliest opportunity and within 5 days, a test under the NHS Test and Trace scheme. Staff/students displaying symptoms while at home, must not attend school. In the event that staff/student develop symptoms while at school, they will be escorted to a designated room by a Covid aware first aider where they will remain until they are collected (staff with their own transport may leave the school site). Dedicated toilet facilities are available and will not be put back into use until they have been sanitised. Staff/students are asked to notify the school with the result as soon as they receive it to enable the school to take appropriate action.	2	3	6

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							<p>Staff/students must self-isolate for 7 days whilst awaiting for the test result and anyone else in their household must self-isolate for 14 days, from the day symptoms were first displayed. If your test result is negative you and your household can stop isolating and return to school/work. If the result is positive, the NHS test and trace service will send either a text, email alert or call with instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify London Coronavirus Response Cell (LCRC), the LA Single Point of Contact and the Head of Education/Children’s Services. Records will be made available of everyone who has been in contact with the person displaying symptoms within the school and the rooms that have been used will be thoroughly sanitised.</p> <p>Following advice from the LCRC, a letter will be sent to the parents of students that should self-isolate.</p>			
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<p>Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>The health protection team will work with the school to find out who has had close contact i.e. face to face with an infected individual for any length of time within 1 metre, including being coughed on or skin to skin contact and other proximity contacts for more than 15 minutes. Also, they will identify anyone in shared transport.</p> <p>If a person has been in contact with someone showing symptoms and is sent home to self-isolate for 14 days, then <i>their household</i> does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily. Normal detergents and bleach will remove traces of Covid-19 virus, so ensure sufficient supplies kept in locked cleaners cupboards.</p> <p>Toilet blocks do not need to be allocated to different groups. Ensure sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p>	2	4	8	<p>Year group bubbles will be formed for KS3 and 4 and KS5 will form their own bubble. Each bubble will be allocated their own zoned area to include classrooms, catering facilities, toilets, lockers and break area. The routes each year group take to enter and exit the buildings have been arranged to avoid any contact with another year group.</p> <p>Arrival to and departure from school has been staggered to limit the number of students arriving/departing at the same time. Break times have been staggered to enable the restriction of catering and break areas.</p> <p>Students will arrive and depart using a specified entrance to avoid any 'bunching' through narrow gates and promote distancing.</p> <p>Hand sanitiser will be available upon arrival to school.</p> <p>Day cleaners have been employed to provide a constant cleaning regime throughout the school day, paying particular attention to regularly touched surfaces and toilet facilities. Evening cleaners will attend to thoroughly clean the school in readiness for the next day. Recommended cleaning and disposal methods will be used.</p>	2	3	6

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							<p>instructions of how to share details of people you have had close recent contact with.</p> <p>If the test result is confirmed as positive, the school will notify London Coronavirus Response Cell (LCRC), the LA Single Point of Contact and the Head of Education/Children’s Services. Records will be made available of everyone who has been in contact with the person displaying symptoms within the school and the rooms that have been used will be thoroughly sanitised using the recommended cleaning methods</p> <p>Following advice from the LCRC, a letter will be sent to the parents of students that should self-isolate.</p>			
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<p>Guidance Points 2, 3 and 4.</p> <p>Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry with paper towels thoroughly.</p> <p>Switch off hand dryers which can spread microbes.</p> <p>Review the NHS guidance on hand hygiene Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Supervise use of hand sanitisers around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Consider use of posters on hand hygiene.</p> <p>Small children with complex needs may need support so skin-friendly wipes may be an alternative.</p> <p>Children are encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins. Ensure that bins for tissues are emptied throughout the day.</p>	2	4	8	<p>All hand dryers have been disconnected and paper towels installed.</p> <p>Additional external hand-washing facilities are to be installed in each of the allocated zones (bubbles).</p> <p>Hand sanitiser stations have been installed in all classrooms, communal areas and entrances to buildings.</p> <p>Signage promoting good hand hygiene is displayed throughout the school site:</p> <ul style="list-style-type: none"> • Wet hands • Apply soap to cover hands • Rub hands together ensuring you cover front, back, between fingers, thumbs and wrists • Rinse thoroughly with water • Dry thoroughly with paper towel • Take your time – sing happy birthday twice <p>If soap and water is not available, use hand sanitiser ensuring you cover all parts of the hands.</p> <p>Use of hand sanitiser will be monitored and topped up where use is heavy. Additional external sink units will be installed in each of the allocated break</p>	2	3	6

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							<p>zones to enable students to refresh their hands.</p> <p>Students will be reminded to avoid touching their face and to wash/sanitise their hands regularly and particularly:</p> <ul style="list-style-type: none"> • After using the toilet • Before and after handling food • After blowing their nose, coughing or sneezing • Before and after treating a cut • After touching animals <p>Enhanced cleaning will be provided by employing day cleaners, and evening cleaners will prepare the school for the next day. All will use the recommended cleaning and disposal methods.</p> <p>A webpage on the school website has been created for parents to gain easy access to recommendations and guidance.</p>			
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<p>Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms.</p> <p>Public Health England does <u>not</u> recommend the necessity for face coverings in schools as misuse could accidentally increase the risk of transmission (however see public transport requirements below).</p> <p>Pupils wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival.</p> <p>Covered bins should be provided for disposable face coverings and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening.</p>	2	4	8	<p>Windows in classrooms to be opened and lights to be switched on ahead of students/staff arriving.</p> <p>Doors will be propped open, to avoid contamination from handles, where it is safe to do so.</p> <p>Fire doors, linked to the fire alarm system, will be opened ahead of students/staff arriving.</p> <p>Signage to be displayed as a reminder to use your arm and not your hands to open doors however, this may not always be possible.</p> <p>Students are to wear their school uniform. The rule will be relaxed to permit students to wear PE kits to school when they have games to avoid use of changing room facilities. Staff must wear business attire.</p> <p>If a student elects to wear a face covering, they must be reminded not to touch the front when removing it and must wash or sanitise their hands immediately. Colour-coded bins, with</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhance cleaning. (Continued)	Risk of Covid-19 transmission		Teachers and SEND support staff could plan a routine for pupils with SEND to help them understand requirements whilst they are in school, with the aid of pictures and story-telling.	2	4	8	Use of IEN area is permitted with restrictions in place: <ul style="list-style-type: none"> • Students may not sit at central tables, opposite another person • Maximum number of people to be adhered to • Small office should only be used by one person at a time and the area sanitised prior to and after use • IEN unit must not be used as a corridor to another area and so staff access should be restricted • Students identified with specific needs are able to access IEN at key times. The 2 metre plus distancing rule must be adhered to (in line with guidance to staff) • Students within IEN are not permitted to store any items for collection at a later time. • SENDCo to provide details of how IEN unit will be managed. 	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals	Risk of Covid-19 transmission	Staff and children	Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via 'bubbles' and socially distancing in primary schools where possible. The ability to socially distance depends on the age of the child, the layout of teaching areas and, for secondary schools, the feasibility of keeping groups apart in the curriculum. Therefore, social distancing is the main key control measure for secondary schools.	2	4	8	Year 7 – 11 and KS5 will all be allocated their own rooms. All rooms will be in a specific area with a designated route to and from it. This avoids the need for any crossover in corridors etc. Key Stage 3 will be taught predominantly in 1 room, only moving when they are timetabled in a specialist room. Teaching staff will maintain 2 metre plus distancing to minimise any cross contamination. Previously planned lessons may be supervised by suitably qualified support staff in specific circumstances who will also adhere to the 2 metre plus distancing guideline. In the event of equipment failure, the locations will be accessed during the non-occupation of the room. Once the issue has been resolved, all touched areas/equipment will be sanitised. If the issue has to be addressed immediately, the 2 metre plus guidelines will be adhered to. Promotion of online facilities where possible to avoid the cross contamination of stationery items/text books. Specialist classrooms can be used but must be completely cleaned/sanitised before a different group are allowed	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission	Staff and children	<p>It is recognised that small children in primary schools cannot be expected to always adhere to social distancing, therefore the use of 'bubbles' reduces the risk of mixing.</p> <p>Bubble sizes may be able to increase if the decrease in prevalence of Covid-19 continues. Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised.</p> <p>The layout of teaching staff desks at least 2 meters from the pupils is one control measure. Where teachers need to move closer to pupils to communicate, they should avoid face to face contact and try to minimize time spent within 1 metre of anyone. Avoid touching.</p> <p>Classroom desks should be forward-facing so that children do not face each other.</p> <p>Schools should limit interaction of groups in shared areas such as dining halls and avoid assemblies at present. This can be done by reviewing lunch timings for different groups and extending the lunch period where possible.</p> <p>Groups should move around the site at staggered times and where this is not possible, set up 'keep left' or barriers to keep groups that are passing, apart. Consider pinch points in the school that are narrow and whether one-way systems will help</p>	2	4	8	<p>Students will be allocated their own teaching rooms within a specific zoned area.</p> <p>Staff desks and the position of the teacher when standing at the front of the class will be 2 metres from the first student(s).</p> <p>Student desks will be positioned side-by-side and facing forwards in the majority of classrooms.</p> <p>Where the layout of the class does not allow a forward-facing layout i.e. workshops, a Perspex screen will be installed.</p> <p>Teachers must not move around the room.</p> <p>Staff must maintain a 2 metre distance between themselves and other members of staff and students where possible. If closer contact cannot be avoided, the length of time must be limited.</p> <p>Arrival, break times and departures have been staggered.</p>	2	3	6

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			<p>reduce risk. The use of staggered start and finish times to and from school is also advised.</p>				<p>Catering facilities have been allocated to specific groups and will only offer a takeaway service. Routes for each group/bubble have been specified to avoid any crossover in corridors etc.</p> <p>Entry to the school site has been moved to avoid narrow gateways and to allow students to spread out and maintain distancing.</p> <p>Staff will be allowed access to their departmental office but maximum numbers will be specified along with work areas.</p> <p>The general staffroom will be open but furniture reduced to a minimum to allow for a set/maximum number in at any one time. Refreshments will not be available in the staffroom to discourage increased numbers, but will be available from the catering areas.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of transmission from shared equipment	Pupils and staff	Limit the amount of shared resources such as books that are taken home and limit exchange of take-home items between children and staff. Class bears should not be used. Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones. Prevent the sharing of stationery and other equipment by staff and children, where possible. Shared staff materials and surfaces, such as files, photocopier keypads and entry buttons, should be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned thoroughly between each group. Outdoor play equipment should be cleaned more frequently (at least twice a day) and children encouraged to wash their hands after break time and not put their hands to their mouths at play time. Curriculum activities such as music (singing), playing wind instruments and physical activity where breathing expels more air must be planned for socially distancing if indoors with maximum numbers of 15 pupils. Physical activity should preferably take place outdoors. Instruments must be thoroughly cleaned between each group use.	2	4	8	Staff and students will be asked to provide their own equipment where possible. Staff to utilise online resources where possible. In the event a text book is required, it must be sanitised and issued to the student for them to retain. Any loaned item i.e. pens, rulers etc, must be sanitised after use or removed from circulation for 72 hours. Photocopying is to be avoided instead, resources should be scanned. Staff must sanitise the scanner before and after use. Use of the sports hall must be restricted to one year group (bubble) in any one day and must be sanitised, including equipment, before a different year group is permitted entry. Alternatively, it must remain out of use for 72 hours. Practical lessons may go ahead with careful planning and all equipment and surfaces must be sanitised prior to use by another group. Music lessons to include theory and playing of specific instruments only	2	3	6

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								with necessary safety measures in place. For specialist rooms where students will be opposite each other, a Perspex screen will be installed.			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission from visitors and parents	Staff and pupils in contact with visitors and parents	Reception tell visitors and contractors to socially distance and follow good hygiene upon entry to building and use of notices to remind visitors. A record should be kept of all visitors. Visitors and contractors are by appointment only, and only allowed into the building for essential services. Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in. Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens. Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.	2	4	8	Visitors, in general, are not to be invited into the school. This will be kept under review. Where a visit is crucial for the support/well-being of a student, the visit must be booked in advance, the visitor must be deterred from arriving early. Upon arrival they must book in at main reception where they will be registered on the Inventory system. A badge will be printed which the visitor should retrieve from the printer and place on their clothes. Reception staff will sanitise the printer before and after every use. The visitor must be met by the relevant member of staff and escorted to the end destination. Where possible, outside route must be used. Distancing must be in place at all times. At the end of the visit the person must be escorted back to reception to sign out and then to the main entrance. The Site Manager must be notified of any facilities used to ensure they are thoroughly sanitised before the next use.	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Use of supply teachers or specialist travelling teachers	Staff and pupils in contact with visiting teachers	Supply teachers, visiting teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment. Where possible, retain the same supply teacher in the same bubble.	1	4	4	The use of peripatetic teachers will be avoided until the revised procedures are fully established. Supply teacher must adhere to the same procedures as all staff. Upon arrival they must report to reception where they will be signed in and provided with a badge from the Inventory system. They must be met in reception and informed of all procedures they must follow. They should be provided with a copy of the risk assessment. When leaving the school site they must ensure they sign out with reception. All clearance documentation should be emailed to the Operations Manager ahead of their arrival and original documentation should be brought on the day for verification at a safe distance.	1	3	3

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 6: Use of PPE	Incorrect use of PPE putting user at risk of catching Covid-19	Staff, children with special needs	<p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs:</p> <p>Goggles, face mask, apron and gloves. Please note these videos on putting on and taking off PPE and the poster guide. Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE</p> <p>Face coverings may be beneficial for short periods indoors where risk of close social contact with people you do not usually meet and where social distancing cannot be kept, for example on public transport or in some shops but are not required inside schools.</p>	2	4	8	<p>PPE is available for use if required (apron, gloves, mask, visor, goggles). In the event staff wish to be supplied with PPE, this should be arranged in advance with the Site Manager.</p> <p>For any staff deemed vulnerable, appropriate PPE will be provided and an assessment of their working environment assessed with additional requirements/measures put into place where necessary.</p> <p>Covid aware first aiders will be allocated their own kit. If/when used, they must request a replacement from the Site Manager.</p> <p>Staff to be aware of the correct methods for the donning and removal of PPE:</p> <ul style="list-style-type: none"> • Put on the plastic apron and tie securely at the back • Put on surgical mask and tie at the crown and nape of the neck or place side straps over your ears. Ensure your mouth/chin and nose are covered • Put on eye protection if there is a risk of splashing • Put on disposable gloves 	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Emergency arrangements for First Aid provision and CPR, Fire procedures	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	School must update its First Aid Needs risk assessment (available on BSN). Two-metre social distancing not applicable. First Aiders issued with PPE (goggles, gloves, mask and apron). Do not carry out mouth to mouth resuscitation, just chest compressions. See guidance video from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	2	4	8	<p>First Aid Needs risk assessment will be updated.</p> <p>In the event of a non-covid first aid emergency, a qualified first-aider will attend wearing the appropriate PPE.</p> <p>If it is necessary to perform CPR, you should adopt appropriate precautions for infection control.</p> <p>In adults it is recommended that you do not perform rescue breaths, only chest compressions.</p> <p>In children it is more likely to be caused by a respiratory problem, therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth, a face shield must be used and are provided in all first aid kits.</p> <p>Should you give mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Emergency arrangements for First Aid provision and CPR, Fire procedures (continued)	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	All emergency personnel must practice good sanitation measures afterwards including washing hands. There is guidance for first responders. Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation.	2	4	8	<p>All first-aiders must familiarise themselves with correct use of PPE and sanitation measures.</p> <p>Number of available first aiders on site daily to be monitored. This must be both covid-aware first aiders and qualified first-aiders.</p> <p>The fire assembly point remains on the main school field and provides ample space for social distancing to be maintained between year groups (bubbles).</p> <p>Markers to enable clear identification of areas for each year group to be displayed.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Use of public transport or use of school coaches/ Mini busses	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	<p>Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on number of passengers allowed on public transport.</p> <p>Reduce any unnecessary travel on public transport where possible. Applying the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Ensure that transport arrangements cater for any changes to start and finish times. Ensure transport provided by the school or 3rd parties is Covid-safe and keep groups of passengers in their usual bubbles. Distance within vehicles where possible.</p> <p>Children over the age of 11 could wear face coverings.</p> <p>Avoid unnecessary school trips.</p>	2	4	8	<p>Parents are regularly encouraged to send their child to school by foot, cycle or to drop them part of the way to the school if the distance is too great.</p> <p>The school start and end times have been staggered to try to limit the amount of people leaving at one time.</p> <p>Where use of public transport cannot be avoided, students are reminded they must wear a face covering and to remain within their allocated groups where possible. Students must also maintain social distancing during their journey.</p> <p>School trips will not be allowed whilst the new procedures are established but will be reviewed at a later date.</p> <p>Should the need arise to use one of the school vehicles, it will be sanitised ahead of use and staff/students will be required to wear a face covering and sanitise their hands before boarding and after alighting from the vehicle. Where possible, rows/seats will be left empty. An additional member of staff will be required to monitor all procedures/behaviours. After use the vehicle will be sanitised.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	When transporting children with complex needs who need support to access the vehicle or fasten seatbelts, PPE may be required. Assessment of the availability of school transport, including transport for pupils with special needs is required.	2	4	8	A dedicated coach service will regularly pick up the same students daily. The following measures will be enforced: <ul style="list-style-type: none"> • Students will be required to follow safety procedures when travelling on public or school transport • Masks must be worn • Hands must be sanitised before and after boarding/alighting from transport • When using the dedicated coach service, students must, where possible, remain in their year group bubble and parents are asked to remind their child of this • Masks should be disposed of in the allocated bins upon arrival to the school site or placed securely within a plastic bag if they are reusable • Hands must be sanitised after removing the mask. 	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Behaviour policy and attendance expectation. Anxiety about return to school.	Risk of Covid-19 transmission	Staff and children	<p>Behavior policies must be updated to include the importance of not breaking the rules on Covid-19 controls and communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room, making deliberate contact with other pupils or not following one-way systems.</p> <p>Parents must be told the importance of the behaviour policy to discuss it with their children.</p> <p>All children are expected to return to school unless a medical professional has advised against this or if geographical lock downs or bubble group isolations occur, in which case please continue to support home working.</p>	1	4	4	<p>The Behaviour Policy will be updated to include the new procedures that students must follow and the consequences of not doing so. It will clearly explain what is expected of everyone and emphasise the importance of adhering to ensure all are kept safe.</p> <p>Reassurance must be provided to all students but in particular, those who are experiencing anxiety regarding the return to full-time education. It may be necessary to provide additional methods to students who were previously shielding or self-isolating or those from a BAME background.</p> <p>Students will be provided with the opportunity to raise any issues they are experiencing and methods/measures that will assist them in their return to school.</p> <p>Students will be provided with access to school counsellors if it is felt this will be of benefit to them.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Behaviour policy and attendance expectation. Anxiety about return to school (continued)	Risk of Covid-19 transmission	Staff and children	Schools must discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.	1	4	4	Staff: Head will discuss with staff regarding concerns and obstructions to a full return to work and reassure. Students: Key Stage Manager and/or Head of Year to discuss concerns/obstructions with parents and student to reassure and get a full return to school. If the need to remove a student from a lesson should arise, an area will be dedicated and will provide the ability to maintain a minimum 2 metre distance between all parties. If necessary, appropriate PPE will be provided.	1	3	3

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	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Communi- cation to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Refer to Government publication on what parents and carers need to know</p> <p>Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.</p>	1	4	4	<p>Full details of the revised arrangements will be provided to parents.</p> <p>Parents will be provided with an opportunity to raise questions, queries or concerns, possibly through a regular survey.</p> <p>Communication with parents will be via telephone and meetings, where possible, will be online to restrict/manage the number of people on the school site.</p>	1	3	3

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Communi- cation to parents (continued)	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Tell parents 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 to use).</p> <p>Make 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).</p> <p>Ensure parents and older children who may travel alone are aware of recommendations on transport to and from education or childcare settings (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day to administer medication to their child, must be isolated from the other children and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand.</p> <p>Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.</p>	1	4	4	<p>Parents will be asked to drop their child away from the immediate area of the school and permit them to walk the last part of the journey to avoid unnecessary congestion and, if collecting at the end of the school day, the same location is used.</p> <p>Parents will not be permitted on the school site without invitation.</p> <p>All entry and exit to/from the school site will be via the West Gate (closest to Knoll Road).</p>	1	3	3

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Incident reporting procedures	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and children	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting.</p> <p>For Community Schools, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 5 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>	2	4	8	<p>Riddor reporting will be logged using the Handsam system.</p> <p>Any member of staff who believe they have been exposed to Covid-19 should arrange to be tested and the school notified of the result at the earliest opportunity. They must not return to school until they have received their test results. If negative, they may return to work. If positive they must continue to isolate.</p> <p>If it is believed a student has been exposed to Covid-19, the school will contact the parent and ask them to monitor their child.</p>	2	3	6

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Re-opening of classrooms/teaching areas	Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Lifts not meeting LOLER requirements resulting in a serious injury or death Risk of poor site welfare provision affecting staff and children's wellbeing	Staff, children, visitors and contractors	<p>Review arrangements for routine maintenance of any part of the premises which has not yet opened in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems.</p> <p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment.</p> <p>Establish supplies with cleaning and catering contractors and the enhance cleaning regime which may include additional hours.</p> <p>All ventilation systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open. If you are unsure, advice should be sought from your Heating,</p>	1	4	4	<p>All routine maintenance procedures have been performed regularly throughout lockdown.</p> <p>Planned maintenance has been scheduled throughout the summer break.</p> <p>Contractors will only be permitted to work outside of school hours (unless the works are essential/emergency).</p> <p>Annual maintenance visits have been arranged for over the summer break.</p> <p>Contractors will be required to submit their Covid-19 risk assessment along with relevant documentation.</p> <p>A deep clean of the kitchen has been arranged along with a meeting with the catering contractors to clarify the schools requirements and the procedures to follow in September and to ensure the Catering Contractors Risk Assessment provides details of control of shared equipment and distancing measures in place.</p> <p>Cleaning is in-house and the hours increased to allow for day cleaners to be on site in addition to the evening team.</p> <p>Increased cleaning supplies are on order.</p>	1	3	3

