



Risk Assessment – planning for children returning to school

Risk	Mitigation Strategy	Additional Specific School/Phase Action Please refer to the operational plan
Exposure to COVID 19	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	All staff and students to maintain social distancing
Not enough staff to facilitate learning	School Hall available where two classes can be accommodated separately in the same are with the teacher in the middle	Reserve member of staff from SLT to support. Agency and supply staff will not be used with shortages of staff.
Virus entering the premises	Parents & Staff issued with guidance on daily checks to undertake before bringing/sending their child to school.	Children or staff who display symptoms not to return to school and follow government guidance.
Harbouring the virus on clothing	Uniform policy (staff and students) to be amended so that all clothing can be washed after each day.	No requirement for wearing uniform so that clothes can be washed daily
Avoiding transmission during the arrival and departure of students	Class Groups to arrive/ depart through designated gates. 2m social distancing to be enforced on pupils and staff Reduce any unnecessary travel on coaches, buses or public transport where possible. Staff to wash hands after the gates have been opened/closed Encourage parents and children to walk or cycle to school where possible Make sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel	Students to arrive between 8:40 and 8:55 through designated gate School day 9:00 to 12:20 Markings on ground to show students where to stand and wait. Parents to drop off children outside of school gates and not to come on site. Parents encouraged to ensure their children maintain social distancing on the way to and from school. Hand sanitiser to be used at entry and exit points. Bicycles to be locked to fence in courtyard. Students to leave at staggered times through designated gate. All students to be off site by 12:25.

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	<p>Ensure that transport arrangements cater for any changes to start and finish times</p> <p>Seek reassurance that risk assessments have been carried out and communicated by transport providers</p>	
<p>Risk of contact during lessons</p>	<p>Social distancing is the main method of control available to schools to reduce the spread of the virus.</p> <p>Creation of small groups of students (bubbles) who will remain in a designated classroom and at the same desk and room for each session. Student numbers allow social distancing to be maintained in individual teaching spaces</p> <p>Overall student numbers allow social distancing around the school.</p> <p>Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</p>	<p>Day starts with reminders and sneezing and coughing and basic hygiene advice – children involved in reminding others</p> <p>TA to provide additional support and supervision</p> <p>Excess tables removed to identify where children are expected to sit and children sitting at least 2m apart</p> <p>Staff to have their own stationery kit including whiteboard pens</p> <p>No sharing of equipment</p> <p>Cleaning will encompass disinfecting areas between sessions.</p> <p>Children of key workers to be taught if possible with their year group Teachers will come to the classroom (English, Maths, Science)</p> <p>All option subjects taught remotely using on-line resources</p> <p>Timetabling minimises the movements of staff and students around the school.</p> <p>Designated LSA/TA to prepare and copy resources and deal with communication on site during the day</p>
<p>Children, parents and staff's emotional health and</p>	<p>Effective communication and support in place for Children, Staff and Parents.</p>	<p>Children Pre- return wellbeing survey for children</p>

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wellbeing is at risk as a result of Covid 19		<p>Wellbeing resources provided to deal with children’s anxieties – staff to be prepared prior to wider return</p> <p>GW to reissue safeguarding guidance in preparation</p> <p>Daily briefing with staff in hall to focus on individual needs- logs to be maintained (HOY)</p> <p>Risk assessments to be completed for children where appropriate SENCO/ HOY/ GW</p> <p>New routines to be established early on and behaviour and character house point rewards to be introduced behaviour policy to be updated</p> <p>Opportunities to celebrate achievements during lockdown</p> <p>Parents</p> <p>Pre- return wellbeing survey for parents</p> <p>Clear and regular communication – email updates, phone calls and website information</p> <p>Opportunity to voice concerns and know how they are being addressed</p> <p>Increased communication parents through email.</p> <p>Staff</p> <p>Pre- return wellbeing survey for staff</p> <p>Involvement in the planning and preparation – roles and responsibilities allocated, so that all feel part of the process</p>

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		<p>Individual views sought and concerns addressed</p> <p>Staff reminded about support available through Carefirst, Education Support, HR and Patrick Weld</p> <p>Pre- return support and training for safeguarding and emotional health and wellbeing GW</p> <p>Staff not expected to mark work – verbal feedback to be prioritised for children in school</p> <p>Weekly dialogue with CEO</p> <p>Daily briefing with staff in hall ensuring social distance to check operation and any adjustments that need to be made</p>
Transmission between groups	<p>Students will remain in designated room throughout their time in school unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Staff will maintain minimum of 2m social distancing.</p> <p>Stagger the use of staff room and offices to limit occupancy</p>	<p>Only one member of staff in kitchen area of staff room at any one time – Staff may prefer to bring in their own flask/mug and drinks to avoid use of kettle and microwave. If shared equipment is used, please ensure sanitising/ handwashing before and after use in line with guidance</p> <p>No children in reception</p> <p>Essential visitors only</p> <p>Classrooms not to be shared amongst bubbles in any given day</p>
Transferring the virus during break contact	<p>Students to wash hands before eating.</p> <p>Students to remain in classroom for breaktime.</p>	<p>All children bring food to eat in designated classroom – no hot meals</p>
Contact during Emergency evacuation	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p>	<p>Normal evacuation procedures will be followed.</p> <p>Student to line up in bubbles for evacuation</p>
Risk of having to administer First aid and	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes,</p>	

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administration of medicines	<p>application of self-adhesive dressings).</p> <p>If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield.</p>	
Student behaviour puts people at risk	Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.	Use of IE room wherever possible that maintains social distancing. Any deliberate non-compliance with social distancing will result in proportionate sanction. Behaviour policy to be amended accordingly
Risk of infection associated with access egress of rooms and buildings	Main building to be the only available space open for staff and children. Student bubbles and staff to be given an entrance door and exit door which minimises contact. One-way system in place in main building. Class groups to walk at 2 m distancing. 2 m markings in corridors, queues for toilets	Appropriate doors kept open to allow easier access and egress
Risk of transmission during the use of toilets	<p>Liquid anti-bacterial soap and hand dryers to be provided.</p> <p>Everyone to wash hands upon return to classroom. If known allergies then parents to provide appropriate hand cream.</p> <p>Ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time</p> <p>Queueing systems in place for use of toilets.</p> <p>Each bubble to be allocated use of toilet time.</p>	

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Transmission through hand transfer	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning • clean their hands before and after eating, and after sneezing or coughing • are encouraged not to touch their mouth, eyes and nose • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels/hand dryer at easily accessed areas.</p> <p>Staff to receive briefing and watch how to wash hands effectively in first lesson https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Students to receive briefing and watch how to wash hands effectively in first lesson https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Parents asked to ensure hands are washed before leaving home</p> <p>All children and staff to watch the NHS video on return to school</p>

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Transmission through surface transfer	<p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Regular cleaning schedule in place</p> <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas. More regular cleaning of books, desks, chairs, doors, sinks, light switches, bannisters.</p> <p>Ensure that bins are emptied each day</p> <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>Use of disinfectants with ratio 1000 ppm available chlorine.</p> <p>Prevent the sharing of stationery and other equipment where possible.</p> <p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p>	<p>Allocation of cleaners and appropriate training in place to maintain level of hygiene required</p> <p>PPE gloves for cleaners</p> <p>Deep clean of all classrooms used and shared areas to be completed before the school offer is widened</p> <p>Thorough check completed before children return and daily monitoring log to be completed with clear responsibilities for completion</p> <p>Issue staff with sanitisers, bacterial spray and/or wipes</p> <p>Staff to be use their own stationery kits including whiteboard pens</p> <p>Teachers/ TAs should not take home books or handle them</p> <p>After school cleaning of surfaces: desks, mouse and keyboard, toilet area, handles, light switches, PE equipment, and telephone</p> <p>Staff to ensure photocopiers and other shared equipment is 'wiped' prior to use. Only 1 member of staff to be present in the resources/photocopying room</p> <p>Place sanitisers and antibacterial spray around the school ensuring they are assessible to all staff</p> <p>Children must bring their own equipment and not to share with others.</p>
Risk of external bodies, contractors, having to	Only essential maintenance work, statutory compliance or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.	

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work on site and transmitting virus	<p>Contractors to work out of school hours where possible. Contractors not to work in classrooms when occupied by class group or staff.</p> <p>Contractor's operatives to use social distancing</p>	
Transfer of virus through PPE	<p>Wash hands before handling PPE.</p> <p>Don & remove PPE in specified order. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Wash hands at end of processes.</p>	Proportionate amounts of PPE equipment to be provided and kept stocked – guidance in use to be issued
Transfer of virus from a suspected case of Covid 19	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection, they will be moved to a separate area identified for this use.</p> <p>PPE should be worn by staff caring for the child while they</p>	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area.</p> <p>Toilet to be identified</p> <p>PPE equipment available for use if social distancing cannot be achieved</p> <p>Clear advice given to parents if child or family member experiences symptoms</p> <p>Allocated cleaner to be on hand</p>

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	<p>await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy,</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from Public Health England.</p>	
Increased risk for those staff and students with specific	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice	Communicate this with staff, parents and carers

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health conditions	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	