



Risk Management – Assessment Report

Work Area or Activity	Whole School
Risk Area	Management and Site Maintenance
Assessment Framework	Re-Opening Schools to All Pupils – COVID-19
Competent Person	Chris Coyle-Chislett – Headteacher
Assisted By	Tiffany Pope and Heather Gilman
Groups Affected	<ul style="list-style-type: none"> • All Staff • All Pupils • Parents/Guardians • Visitors • Wider community
Notes	We are set to reopen to all pupils from March 8 th .
Assessed	February 23rd 2021
To be reviewed again on	22nd March 2021

Context: Following a prolonged period of partial closure, schools are working towards a full reopening to all pupils in on March 8 th .			Risk Rating:	Below 9 – Low Risk 9 to 12 – Medium Risk 15 to 16 – High Risk 20 to 25 – Very High Risk
What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings	
Staff, pupils, parents or carers coming in to contact with individuals who have contracted COVID-19.	<ul style="list-style-type: none"> • All members of the school community are reminded regularly of the need to self-isolate and take a test, should symptoms arise. Results of tests are shared with the school as soon as they are available. • Staff are regularly self-testing at home using the lateral flow test kits. 	Yes	Severity Likelihood Risk Rating	4 2 8
Children mixing with others throughout the school.	<ul style="list-style-type: none"> • Children placed in self-contained bubbles of 60 at all times. • Staff movement across bubbles restricted wherever possible. • Outdoor learning to be prioritised – timetabled for each area around site. • If a pupil or adult from a bubble receives a positive test for COVID-19, PHE advice will be sought and followed. This is likely to include the closure of a bubble. • Children's independent movement across the school to be limited – remaining with bubble. 	Yes	Severity Likelihood Risk Rating	4 2 8



Visitors to school site.	<ul style="list-style-type: none"> • Non-essential visitors requested not to visit site. • Visitor expectations document in place for all essential visitors. • All visitors to wear masks whilst indoors onsite. • Visitors with parents/carers to take place outside wherever possible. • All visitors' details must be recorded using our sign in system so that we can support the Track and Trace system where needed. 	Yes	Severity Likelihood Risk Rating	4 2 8
School drop-off and collection.	<ul style="list-style-type: none"> • Broader window of time for arrivals: 8:45am-9:10am • Broader window of time for leaving site: 2:50pm – 3:15pm. • Two entrances to site used in the morning – pedestrian gate for R, Y1, Y2, Y5 and Y6. Driveway gate for Y3 and Y4. • Afternoons – all to enter and exit through one way system. • Where appropriate, children to walk onto the site themselves. • All entrances to be staffed by members of the school team at drop off times. • Parents requested to wear masks on site where possible. 	Yes	Severity Likelihood Risk Rating	4 2 8
Staff or visiting professionals mixing between bubbles.	<ul style="list-style-type: none"> • Where mixing between bubbles is absolutely necessary (for example by therapists or members of the leadership team), social distancing to be observed. • Mixing between bubbles kept to a minimum. • Therapists and visiting professionals to meet with children in rooms well ventilated and where able to practise social distancing. 	Yes	Severity Likelihood Risk Rating	4 2 8
Colleagues entering the office area and increasing risk of transmission to office team.	<ul style="list-style-type: none"> • All colleagues aware of need to protect office team 'bubble'. Not to access without prior arrangement. • Plastic covering in place. • Masks to be worn by colleagues in shared areas. 	Yes	Severity Likelihood Risk Rating	4 2 8
Children mixing with others during lunchtimes.	<ul style="list-style-type: none"> • Older children to eat lunch in their classrooms. • Kitchen service to run a simpler menu, allowing for speed of production and packaging. • Lunches (hot and cold) delivered to outside of classrooms. • Reception and Year 2 to eat in hall, spaced service times with enhanced cleaning at changeover point between each use. 	Yes	Severity Likelihood Risk Rating	4 2 8
Children mixing with others during breaktimes.	<ul style="list-style-type: none"> • Lunch and breaktimes staggered with all outside areas timetabled to maximise usage. • Bubbles (of 60) kept separate at all times, with travel from classroom to play space factored in to avoid congestion. • All apparatus cleaned in between uses and quarantined where this is not possible. 	Yes	Severity Likelihood Risk Rating	4 2 8
Extra cleaning requirements.	<ul style="list-style-type: none"> • Anti-viral low-volume fogging solution applied to each area twice weekly. 	Yes	Severity Likelihood	4 2



	<ul style="list-style-type: none"> • 3 X daily cleaning schedule of regularly touched areas such as door handles. • All PE equipment cleaned after use. • Hall PE equipment, that can be sprayed, cleaned after use. Those unable to be cleaned quarantined for 72hrs and signposted with last usage. • Wherever cleaning spray is used, this is to be left for 5 minutes prior to wiping. 		Risk Rating	8
Wellbeing	<ul style="list-style-type: none"> • Outdoor learning enhanced for all pupils. • Rachel Perris, school coach, in place to support children, parents and staff. • TiS provision to continue. • All staff to be aware of the impact of recent lockdown upon children's wellbeing and to work with broader team to access support where needed. • Team bonding and reacclimatising activities planned in first day back. • Staff to remain aware of their own wellbeing needs and to seek any further support needed. 	Yes	Severity Likelihood Risk Rating	4 2 8
Catch up needs	<ul style="list-style-type: none"> • Catch-up support in place in each year group. • The curriculum will be delivered in an adapted way in response to each child's new starting point. 	Yes	Severity Likelihood Risk Rating	4 2 8
Failure to maintain safe levels of staffing cover.	<ul style="list-style-type: none"> • Staffing carefully planned. • Ready to use supply agencies where needed, with the mixing of supply staff between groups avoided. 	Yes	Severity Likelihood Risk Rating	4 2 8
Staff identified as clinically extremely vulnerable coming into contact with the coronavirus.	<ul style="list-style-type: none"> • Staff in this category, are currently advised to work from home only. 	Yes	Severity Likelihood Risk Rating	4 2 8
Staff identified as clinically vulnerable coming into contact with the coronavirus.	<ul style="list-style-type: none"> • Staff in this category to take all normal precautions at work. 	Yes	Severity Likelihood Risk Rating	4 2 8
Students identified as clinically extremely vulnerable	<ul style="list-style-type: none"> • Any parents/carers of pupils in this category to meet with Chris Chislett ahead of starting to complete a risk assessment. 	Yes	Severity Likelihood Risk Rating	4 2 8
Students identified as clinically vulnerable.	<ul style="list-style-type: none"> • Pupils to take all normal precautions whilst at school. • Staff to check that all asthma inhalers are up to date. 	Yes	Severity Likelihood Risk Rating	4 2 8
Member of staff displaying symptoms of the coronavirus.	<ul style="list-style-type: none"> • All staff reminded regularly of the requirements to self-isolate if displaying symptoms and requested to take a test. Support with accessing testing service provided if required. • Area used by staff member to be thoroughly cleaned. • Result of test to be shared as soon as it is received. 	Yes	Severity Likelihood Risk Rating	4 2 8
Pupil displaying symptoms of the coronavirus.	<ul style="list-style-type: none"> • Medical room set aside for affected student and cleaned after use. • Staff providing direct support for pupil provided with PPE. • Area used by student to be thoroughly cleaned. 	Yes	Severity Likelihood Risk Rating	4 2 8



	<ul style="list-style-type: none"> • Test requested and results shared when received. 			
Social distancing not observed in staff areas.	<ul style="list-style-type: none"> • Staff meetings/briefings to take place in appropriately sized room or hall to facilitate distancing. • Staff advised to hold conversations side by side, rather than face to face. • Staff to avoid mixing with colleagues working in other contained groups where possible. • Use of staffroom limited wherever possible and with distance maintained at all times. • Breaktimes staggered. 	Yes	Severity Likelihood Risk Rating	4 2 8
Pupils not observing social distancing before school starts.	<ul style="list-style-type: none"> • Parents asked to ensure that pupils come straight into school. • 2m markings at foot of stairs below main entrance. • Refreshed signage in place to support one-way system and safe distancing. 	Yes	Severity Likelihood Risk Rating	4 1 4
Social distancing not observed in corridors	<ul style="list-style-type: none"> • Signs asking pupils to walk on left. • Lessons staggered and movement limited so that corridors are not used simultaneously. 	Yes	Severity Likelihood Risk Rating	4 2 8
Transmission of the coronavirus through airborne particles or through contamination of shared surfaces.	<ul style="list-style-type: none"> • All children and staff encouraged to practise rigorous respiratory hygiene. • All rooms to be well ventilated. • Doors to be propped open <u>where safe to do so</u>. • Children regularly learning outside. • Wherever learning indoors for a longer period, teachers to lead children for a short outdoor break, leaving windows and doors open to ventilate before returning. 	Yes	Severity Likelihood Risk Rating	4 2 8
Children or staff requiring first aid treatment.	<ul style="list-style-type: none"> • First aid pack in place in each classroom to avoid mixing between groups. 	Yes	Severity Likelihood Risk Rating	4 2 8
Social distancing not observed during PE or other close contact activities.	<ul style="list-style-type: none"> • PE cluster's advice regarding safe PE lessons to be adhered to. 	Yes	Severity Likelihood Risk Rating	4 2 8
Hand washing requirements.	<ul style="list-style-type: none"> • Hand washing facilities are available in each classroom and in toilets which are closely located to each classroom. • Hand washing stations including touch-free hand gel located at key entry and exit points. • Stock closely monitored. 	Yes	Severity Likelihood Risk Rating	4 1 4
Overuse of hand sanitiser.	<ul style="list-style-type: none"> • Soap is available to all pupils at main washing stations. Sanitiser is available as an extra precaution in areas where soap and water are not available. 	Yes	Severity Likelihood Risk Rating	3 2 6
Staff and students not washing hands frequently.	<ul style="list-style-type: none"> • All students instructed to wash hands at the beginning and end of each session. 	Yes	Severity Likelihood Risk Rating	4 2 8



Cross-contamination from used tissues etc.	<ul style="list-style-type: none"> Pedal bins with liners in each classroom are emptied regularly. Bin liners changed each time. 	Yes	Severity Likelihood Risk Rating	4 2 8
Disposal of potentially contaminated waste.	<ul style="list-style-type: none"> Bin liners double-bagged and stored for disposal. 	Yes	Severity Likelihood Risk Rating	4 2 8
Cross-contamination from sharing equipment.	<ul style="list-style-type: none"> Equipment sharing limited where appropriate. Children to use the same stationary each day. Each classroom provided with sanitising wipes to clean equipment between use where needed. 	Yes	Severity Likelihood Risk Rating	4 2 8
Cross-contamination from pupils sharing personal possessions.	<ul style="list-style-type: none"> Students to bring in own named water bottles. Sharing of personal possessions not permitted. 	Yes	Severity Likelihood Risk Rating	4 2 8
Cross-contamination through shared use of resources and books.	<ul style="list-style-type: none"> Library books used by children to be quarantined for 2 days before being replaced on the shelves. 	Yes	Severity Likelihood Risk Rating	4 2 8
Lack of appropriate cleaning materials and PEP for staff.	<ul style="list-style-type: none"> Stock closely monitored at all times. PPE currently only advised when providing close support for others exhibiting symptoms. 	Yes	Severity Likelihood Risk Rating	4 2 8
Cross-contamination via sign-in device.	<ul style="list-style-type: none"> All staff to use hands-free sign in feature. If staff or visitors do need to touch the screen, hand sanitiser is applied beforehand. 	Yes	Severity Likelihood Risk Rating	4 2 8
Providing personal care for pupils such as toileting needs.	<ul style="list-style-type: none"> Staff to wear appropriate PPE where this support is required. 	Yes	Severity Likelihood Risk Rating	4 2 8
Providing care for pupils with specific emotional or behavioural needs.	<ul style="list-style-type: none"> See individual behaviour support plans. Where close support is required, PPE is available. 	Yes	Severity Likelihood Risk Rating	4 2 8
Risk of traffic on site whilst children are arriving/departing	<ul style="list-style-type: none"> Access to car park closed to cars from 8:45am onwards in the morning and until all children have departed at the end of the day. 	Yes	Severity Likelihood Risk Rating	4 2 8