



The de Ferrers Trust

Risk Assessment Form: COVID-19 Re-opening

Date of Assessment: Updated for Sept 1 st 2020. New academic year re-opening				Academy Settings planning for return from partial closure – parties affected: all staff, pupils, families, leadership team, Principals and Trust central team.					
Name: S Webster/J Lowe				Job Title: Principal/Vice Principal					
Signature:				Person (S) involved All staff/children at Richard Wakefield CE Primary School					
Ref	Identified potential hazards:	Risk Factor			Control Measures	Residual Risk			Person(s) responsible
		L	S	RS		L	S	RS	
1	Policies and procedures not being followed leading to incidents	2	2	4	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures covering Health and Safety, Infection Control and First Aid All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care 	1	2	2	SW/JL SW/JL SW/JL SW/JL

					<ul style="list-style-type: none"> - PHE - The school's local health protection team (HPT) Is this the same as SCC H&S? • All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email and Zoom. • All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter. • The Business Office Manager (in liaison with their Trust Finance Manager) conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. 				<p>SW/JL</p> <p>SW/JL</p> <p>LW</p>
2	Insufficient premises management prior to phased reopening of schools leading to potential hazards	1	3	3	<ul style="list-style-type: none"> • The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The site manager checks all security systems for integrity and that they are in working order. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the Principal as soon as possible and issues are resolved prior to school reopening to more pupils. • The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The Principal identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The site manager arranges for any changes to the premises to be made to account for social distancing measures. • The site manager checks that all mandatory inspections of gas equipment are up-to-date, and 	1	2	2	<p>TH</p> <p>TH</p> <p>TH/ SW/JL</p> <p>SW/JL</p> <p>SW/JL – school following government guidelines</p> <p>SW/JL</p> <p>TH</p> <p>TH</p> <p>TH</p>

					<p>arranges any required inspections as soon as possible.</p> <ul style="list-style-type: none"> • The site manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. • The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. Heating and cooling systems checked and operational. • The site manager ensures all water storage and supply systems are maintained in line with the legionella L8 ACOP and documented temperature and flushing checks are completed as per the guidance. • The relevant staff check that all phone and broadband connectivity is in working order. 				<p>TH</p> <p>TH</p> <p>TH</p> <p>SW/JL/LW</p>
3	<p>Fire safety checks and evacuation routes inaccessible or unsuitable due to current situation</p> <p>Sept 2020</p> <ul style="list-style-type: none"> - Produce updated guidance for all staff to be covered on Inset Day 1 – Sept 1st 2020 - Revert to plans existing for leaving each area of the school. All on display in classrooms. SLT to check. - Y1, Y2, Y3 and Y4 groups to line up on playground to enable social distance. Fence markings? Y5 and Y6 outside dining room. - Reception to line up in space outside KS1 now vacated by other years moving. - AS to bring out registers. LW to bring out record sheets. <p>Fire drill to be completed by 12.9.20</p>	2	4	8	<ul style="list-style-type: none"> • The site team and Office Manager ensure that the operational fire safety risk assessment is reviewed and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The school has an adequate system of knowing who is on site when the school is open. • Staff on site know how the fire alarm system works (and a back-up method of raising the alarm is considered if necessary). • The ALT/Office Manager identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. Fire drills are undertaken and recorded. • The Office Manager and Academy Leadership Team make suitable amendments to the lockdown policy. • Personal Emergency Evacuation Plans (PEEPs) are in place for students/staff who need assistance to evacuate the building. • Staff know where firefighting equipment is. 	1	3	3	<p>SW/JL/LW/TH</p> <p>SW/JL/AS</p> <p>SW/JL/LW/TH</p> <p>SW/JL/LW/TH</p> <p>SW/JL/LW/TH – lockdown procedure still awaiting different bell tone</p>

					<ul style="list-style-type: none"> Alarm points and the fire log book checks are completed regularly. 				SW/JL/LW/TH TH
4	<p>Lack of hygiene provision and effective cleaning</p> <p>Sept 2020 - Continue extra cleaning around lunchtimes of toilets - Extra cleaning to be put in place for Friday after school for all areas. – Extra cleaning of equipment in Reception to be covered by reception staff</p>	2	4	8	<ul style="list-style-type: none"> The Office Manager arranges enhanced cleaning to be undertaken where required. Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks are carried out throughout the day to ensure adequate supply. Installation of hand sanitisers at key points around the site. Now in place across school Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH procedures. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. 	1	4	4	<p>LW</p> <p>SW/JL/LW/TH – cleaning staff</p> <p>SW/JL/LW/TH</p> <p>SW/JL</p> <p>LW already planned with cleaners to complete this over summer break</p> <p>SW/JL/TH</p> <p>SW/JL/LW/TH</p> <p>LW – working with Trust and new cleaning providers to secure – will need to continually review and update. LW –will need to continually review and update.</p>
5	Site staff absence (including cleaners)	3	4	12	<ul style="list-style-type: none"> In the case of site staff absence, the school should contact the Trust to discuss and arrange sharing of site staff support from another school in the Trust. If the site cannot be cleaned or maintained due to lack of staff, the school should seek advice from the Trust before making a decision to temporarily close on health and safety grounds. 	3	3	9	<p>SW/JL – both of us can open and close the school</p> <p>SW/JL – no outside provider's responsibilities</p>

					<ul style="list-style-type: none"> Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 				SW/JL
6	<p>Lack of infection control and social distancing resulting</p> <p>September 2020- isolation room in provision to be the 'Old Headteacher' office and the Yellow room.</p>	2	4	8	<p>[We understand that reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles effectively where there is limited PPE available. This resource will be kept updated in line with any new guidance or changes to current advice.]</p> <ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Where necessary, school transport is restricted to essential use only. Where practicable, infection control and social distancing measures are put in place on school transport. Anyone coming to school on public transport should wash their hands on arrival. Visual aids are in use to display social distancing measures, e.g. floor tape to mark two-metre spacing. Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. Adequate amounts of soap, tissues and bins are available in the relevant areas. Any phased reopening plans are in line with the relevant local and national advice. The Principal identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times. Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios. Where required, the Principal works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times. 	1	4	4	<p>SW/JL/LW</p> <p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p> <p>SW/JL/LW/TH</p> <p>SW/JL/LW/TH</p> <p>SW/JL/LW/TH</p> <p>SW/JL</p> <p>SW/JL – will need to be reviewed and adapted as days go by</p> <p>SW/JL – back to normal size classes.</p> <p>SW/JL</p>

					<ul style="list-style-type: none"> The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Use of kitchen and shared office equipment should be limited and a clean down procedure after use followed. Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Principal assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. Pupils are allocated resources (stationary) for sole use and devices are not to be shared between pupils without cleaning down. Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and are sent home as soon as possible. 				<p>SW/JL – staff briefings to be covered via email for the first few weeks.</p> <p>SW/JL – this has to be age appropriate</p> <p>SW/JL – where possible</p> <p>SW/JL/As – plan in place needs to be shared widely</p>
7	Limited access to learning for all pupils	3	2	6	<ul style="list-style-type: none"> The Principal works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school reopens, where required. The Principal liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. The Principal and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. The Principal and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. 	1	2	2	<p>SW/JL</p> <p>SW/JL</p> <p>SW/JL</p> <p>SW/JL</p>
8	<p>Reduced safeguarding ability due to students being away from school and staff</p> <p>Sept 2020 – this should now only be pupils who continue to be absent from school unless school part of a local lockdown.</p>	3	3	9	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. 	1	3	3	SW/JL

					<ul style="list-style-type: none"> • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. • Staff and pupil bereavement is managed in line with the Bereavement Policy. 				SW/JL SW/JL SW/JL
9	<p>Lack of effective communication to all stakeholders</p> <p>September 2020 - SW/JL to provide briefing to staff Mon and Fri - SW/JL to email governors with update every fortnight. Weekly contact with the chair of the LGB.</p>	2	2	4	<ul style="list-style-type: none"> • The Principal puts into place any actions or precautions advised by the DfE or the Trust. • The Principal liaises with the Trust about reopening the school and includes any local guidance into the reopening action plan, where required. • The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements including any specific rules. • Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Principal liaises with the Local Governing Body about possible arrangements for reopening the school, where necessary. • Pupils are informed via letter about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. • The SBM communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. 	1	2	2	SW/JL SW/JL JL/LW SW/JL – bi weekly newsletters from September 2020 SW/JL SW/JL SW/JL SW/JL – this was done in July but a reminder will be sent on 1.9.20 LW

10	Returning staff member or pupil contracting covid-19 as a result of the government opening schools to more pupils	2	4	8	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms • ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social 	1	4	4	<p>SW/JL</p> <p>SW/JL</p> <p>SW/JL</p> <p>SW/JL</p> <p>SW/JL – age appropriate measures needed</p> <p>SW/JL – age appropriate measures needed</p>

stories to support them in understanding how to follow rules)

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#)

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- stagger the use of staff rooms and offices to limit occupancy

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is

SW/JL
SW/JL

SW/JL – discuss - EY not using their outside space and small fixed equipment

SW/JL – PE to be only defined activities , multiskills, athletics, dance etc

SW/JL

SW/JL

SW/JL

SW/JL

occupied by the same children or young people in one day, or properly cleaned between cohorts

Adjust transport arrangements where necessary including:

- encouraging parents and children and young people to walk or cycle to their education setting where possible
- schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required
- ensuring that transport arrangements cater for any changes to start and finish times
- make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus
- make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers
- taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts
- local authorities or transport providers could consider the following:
 - guidance or training for school transport colleagues
 - substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers
 - cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out

communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)

SW/JL

SW/JL

na

11	Clinically extremely vulnerable employees/pupils exposure to covid-19	2	4	8	Shielding has been paused. Employees in this group can now return to work as long as the workplace is Covid-secure. This group should also keep the number of social interactions low.	1	2	2	Shielding employees/families and Principals/Trust SW/JL
12	Clinically vulnerable employees/pupils exposure to covid-19 Sept 2020 – individual risk assessments in place.	2	4	8	Each case to be risk assessed on its own merit to minimise exposure and to maintain social distancing rules throughout the period defined by the government Good hygiene advice for all employees - Wash your hands often with soap and warm water - Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away - Don't touch your eyes, nose or mouth if your hands aren't clean Social distancing advice for all employees - Try to cut down the number of people you meet with on a daily basis - Keep your distance from people when you see them (2 metres suggested) - Avoid busy public venues like bars, restaurants and cinemas	1	2	2	Employee/families and Principal/Trust SW/JL
13	Risk of exposure to any other staff members	2	4	8	Follow government advice on social distancing in the workplace: Good hygiene advice for all employees - Wash your hands often with soap and warm water - Use tissues to wipe your nose or catch a sneeze, and then put them in the bin straight away - Don't touch your eyes, nose or mouth if your hands aren't clean Social distancing advice for all employees - Try to cut down the number of people you meet with on a daily basis - Keep your distance from people when you see them (2 metres suggested) - Avoid busy public venues like bars, restaurants and cinemas Additional support measures may include but are not limited to; - limit number of students' staff member comes in to contact with - limit the time spent with students and staff members (restricted hours on schedule) - increased time on outdoor activities - hand washing built in to activities for staff member	1	4	4	SW/JL

					and students who are participating - consider keeping 'work clothes at work' / changing and using shower facilities before leaving work - clear succession (on call person) to cover in case of any symptoms.				
14	Suspected staff or student Covid-19 case due to displaying symptoms	2	4	8	<ul style="list-style-type: none"> All rooms used by that student or member of staff are closed for enhanced cleaning. Room should be secured with appropriate signage 'Closed for Cleaning' and cleaners should wait a minimum of 30 minutes before commencing the enhanced cleaning. PPE should be worn when carrying out cleaning following suspected cases. Areas where the individual has passed through and spent minimal time (corridors etc) are cleaned thoroughly, as normal. 	1	3	3	SW/JL/LW/TH SW/JL/LW/TH SW/JL/LW/TH SW/JL/LW/TH
15	Requirement for first aid provision increasing the risk of infection to first aiders	3	4	12	<ul style="list-style-type: none"> Ensure that there is a designated first aider on site each day. Provide first aider with enhanced PPE (face mask, face visor, disposable gloves, disposable aprons) to enable them to safely deal with first aid matters. 	1	3	3	SW/JL/AS SW/JL/AS
16	Risk of exposure to covid-19 of other vulnerable groups particularly BAME who are disproportionately affected by the virus	3	3	9	<ul style="list-style-type: none"> Communicate with this group of staff and pupil families regularly Identify any underlying health conditions which may exacerbate the virus deal with the individuals on a case by case basis and risk assess in the same way as you deal with the other vulnerable employees if they are required and willing to be in school. 	2	3	6	

I have discussed and agree to the above risk assessment and will adhere to the control measures in place.

Employer

Employee.....

Instructions for doing a Risk Assessment

Risk Factor Key				
Likelihood (L)		Severity (S)	Risk Score (RS)	
3=Probable 2= Occasional 1= Remote	x	5= Catastrophic 4= Critical 3= Serious 2=Marginal 1=Negligible	=	10+ High Score 5-9 Medium Risk 1-4 Low Risk

Each form must be completed by a competent person. They must identify every individual or group of people affected by the potential hazard.

What is important is that Control Measures reduce the risk to a manageable level. i.e. 1-9

If residual risk is still 5-9 with control measures consult line management for advice before proceeding.

Score of 1-4 **Preventative measures must be introduced.**

Score of 5-9 **Situation will need tight controls, seek professional advice or alternative if at all possible.**

Score of 10+ **If residual risk is above 10. Do not proceed. Find an alternative.**