



## Summary Risk Assessment: reopening of school to pupils June 2020

What is the hazard?	Coronavirus / COVID-19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

This document is a summary of the detailed risk assessment produced to address the above hazards and risks with reference to the following guidance:

- [Coronavirus \(COVID-19\): Implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [Guidance on opening schools to more pupils from 1 June - guidance for parents & carers](#)
- [Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils](#)
- [Safe working in education, including the use of PPE](#)
- [Implementing Social Distancing in Schools Guidance](#)
- [Covid-19 - Cleaning in Non-Healthcare Settings](#)
- [Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services](#)
- [Temporary Closure of Schools Guidance'](#)
- [Stay at Home - Guidance for Households with Possible Coronavirus](#)
- [Stay Alert & Safe \(Social Distancing\) Guidance](#)
- [GDST Coronavirus page on the HUB](#)

All staff have been **consulted** on the risk assessment both through the NEU representative as per GDST's Recognition Agreement and more widely through the Head's forums and directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.

The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors.

The risk assessment will be kept under **regular review** and updated as necessary

**The overall risk rating for the school is: tolerable**

The risk assessment is divided into three sections:

1. Whole school precautions
2. Staff activities
3. Pupil activities

## **1 Whole school precautions**

### 1.1 Control who can come to school:

- Initially, only limited number of pupils from Early Years, Year 1 and Year 6 separated into 'bubbles' of no more than 15 with dedicated teaching and teaching support staff;
- Staff and pupils identified as extremely clinically vulnerable will continue to shield at home;
- Staff and pupils who live with someone identified as extremely clinically vulnerable will only attend school if stringent social distancing can be adhered to. Instead, they should work from home / follow guided home learning;
- Pupils identified as clinically vulnerable should follow medical advice regarding whether or not they should come into school;
- Staff identified as clinically vulnerable should work from home where possible;
- Staff and pupils who live with someone identified as clinically vulnerable can continue to attend school;
- Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings.

### 1.2 Avoiding contact with anyone who is unwell:

- Use the Government tracking and tracing app as soon as it becomes available;
- Staff and pupils notified that they have been in contact with a Covid-19 case must follow advice regarding isolation and testing;
- Remind all staff, pupils, parents and carers, including their households, that if they feel unwell or exhibit signs of Covid-19, however mild, they must follow Government stay at home guidance and apply for a test;
- Remind all staff and pupils that if they start to feel unwell or exhibit signs of Covid-19 during the school day they must make arrangements to go home as soon as possible and arrange for a test, to ensure rapid action to protect colleagues and pupils; pupils must be separated from other pupils whilst arrangements for them to go home are made;
- Tell all suppliers, delivery drivers, contractors that if they, or anyone in their households, feel unwell or exhibit signs of Covid-19 they must not come onto the school site.

### 1.3 Whole school precautions:

- Remind all staff and pupils that they must follow the government's 'Stay Alert and Safe (social distancing) guidance when they are not in school;
- Ensure social distancing in cloakrooms and handwashing facilities, designating facilities per 'bubble' and restricting access;
- Ensure plentiful supplies of warm water, anti-bacterial soap and paper towels;

- In order to enable handwashing to be as effective as possible staff and pupils should not wear jewellery (bracelets and rings) and watches and finger nails should be kept short, and arms should be bare below the elbow;
- Provide sanitiser dispensers (min 60% alcohol) at entrances to buildings and in all other areas that are not close to cloakrooms or other handwashing facilities;
- Provide supplies of tissues in all classrooms and staff areas, and encouraging pupils to use them when necessary 'catch it, bin it, kill it';
- Bins should be emptied at least daily. Ideally bins should have lids on them
- Provide signage in prominent positions around the school to remind people of the importance of regular handwashing, keeping a safe distance from everyone else, staying within their 'bubble';
- Encourage pupils and staff:
  - to bring a supply of alcohol based hand sanitiser (min. 60% alcohol) and tissues with them and use them as appropriate
  - not to bring any unnecessary possessions into school with them;
- Request all staff and pupils to wear clean clothing to school each day, recommending they change their clothes as soon as they get home from school, putting them straight into the washing machine. Clothes that cannot be regularly machine washed, e.g. blazers, suits and jackets should be avoided;
- All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections:
  - Avoid contact with people who are unwell
  - Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available
  - Try not to touch your eyes / nose / mouth
  - Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)
  - Clean surfaces that are touched frequently
  - Minimise contact with other individuals and groups / 'bubbles'
- Moving around the site:
  - Each 'bubble' to have its own designated area, avoid the need for one-way systems'
  - Doors, other than designated fire doors, to be held open to minimise the need to touch door handles / push plates,
  - Remind all to maintain the 2m gap wherever possible when moving around the site,
  - Passenger lifts not to be used,
  - Staff who do not need to interact with pupils to keep away from areas occupied by them;
- The government advise that face coverings do not need to be worn. Any staff or pupils wearing face coverings for travel should remove them and placed in a sealed plastic bag;
- Fire drills and emergency evacuations will follow normal school procedure with all staff and pupils briefed on day 1;
- There will be no assemblies or large group gatherings, these all taking place online;
- Access to the Library will be restricted, with pupils being allowed to take 10 books from the Library on their first day of the half term and will not be allowed to return them until safe to do so;
- Wrap-around care can continue but ensuring pupils remain with their 'bubbles' and maintain all other social distancing guidance;
- Clubs and extra-curricular activities will be within 'bubbles' or held remotely;
- There are to be no external lettings during the summer term.

#### 1.4 Cleaning controls:

- All daily cleaning regimes to strictly follow the government document 'Covid-19 guidance on cleaning in non-healthcare settings';
- Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils;
- Cleaning areas occupied by someone suspected of being infected with Covid-19 will follow government guidance as above.

#### 1.5 Medical provision and action in event of suspected or confirmed case of coronavirus in school

- First aid kits are available for every 'bubble' for minor first aid treatment;
- Junior School First Aid Room to be used as medical room for non-covid related issues; first floor TA room to be used to assess suspected cases and be used as a quarantine room;
- School Nurse and all staff who need to look after pupils who fall ill with Covid-19 symptoms whilst at school must have access to and wear full PPE - disposable gloves, aprons, FFP2 respirator and face visor;
- Training should be provided in how to safely don and doff PPE;
- All disposable PPE used by the School Nurse/staff whilst they look after pupils who fall ill with Covid-19 symptoms to be carefully disposed of by double bagging it, the bags stored securely for 72 hours then thrown away in the regular rubbish stream; any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way;
- Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be changed as soon as possible and wrapped in a disposable plastic bag and laundered separately from other household linen;
- If a pupil or member of staff develops Coronavirus symptoms whilst in school, they will be sent home and advised to self-isolate for a minimum of 7 days. Their fellow household members should self-isolate for 14 days (or more if they develop symptoms themselves); all other members of the sick individuals 'bubble' will be sent home and advised to self-isolate for 14 days.
- If other cases are detected within the pupil's cohort or in the wider school community, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.
- Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

## 2 Staff activities

### 2.1 General precautions

- Where possible, ensure staff spread out within communal areas keeping everyone at least 2 meters apart at all times, and remove unnecessary items especially if it impedes effective cleaning;
- Ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open where possible;
- Do not use rooms with air conditioning systems without confirming with estates staff;
- Each member of staff should use their own pens and pencils kept in a container;
- Each member of staff should only use their own computer keyboard / mouse, which should be sanitised regularly;

- Meetings with people who are not pupils or members of staff should take place remotely.

## 2.2 Getting to / from school

- Staff to be encouraged to use their own transport;
- Should staff have to use public transport ensure they follow the 'safer travel guidance for passengers';
- Allocate designated spaces for pupils to change out of the outer clothing they wore to travel on public transport when they arrive at school, with easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored during the day. Disposable face coverings should be placed in a lidded dustbin.

## 2.3 Lessons / teaching activities

- Where possible limit the amount of pupils belongings / work that is physically handled by staff;
- Work should be submitted electronically for marking / assessment, or if it has to be paper-based and handled by the teacher, it should be placed in a designated space/container by the pupils and not collected by the teacher for 24 hours;
- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.

## 2.4 Break and lunch times

- Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch;
- Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to keep 2m apart from their colleagues
- Arrange for tea/coffee making facilities to be available in any rooms that are not normally used as staff/common rooms.
- Ensure that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time;
- Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced;
- Ask staff to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side
- Ask staff to bring packed lunches into school.

# 3 Pupil activities

## 3.1 General precautions

- All pupils to keep within their 'bubbles' (maximum 15 pupils) in the same room and areas throughout the week, rather than moving around the school too much;
- Have dedicated members of staff for each pupil 'bubble'; with staff in the junior school should not be on a rota
- Where possible use larger rooms than normal and spread everyone out within the room;
- Allocate each pupil a desk and ask them to sit at the same desk every day;

- Ensure good natural ventilation in the rooms that are being used; open the windows and keep doors open, noting that fire doors should only be held open by 'dorgards' / electromagnetic door holders and never wedged or propped open;
- Where available use external extractor fans to keep spaces well ventilated;
- Do not use air conditioning systems;
- Remove unnecessary items from classrooms, especially if it impedes effective cleaning, and store it elsewhere;
- Provide opportunities for regular handwashing / hand sanitising and encourage everyone to use a paper towel or tissue for turning off taps, opening toilet doors;
- Ensure hands are washed/sanitised:
  - before leaving home
  - on arrival at school
  - immediately before and after each lesson / activity
  - at each break time
  - before eating any food, including snacks
  - after using the toilet
  - before leaving school

### 3.2 Getting to / from school

- Pupils to be encouraged to use their own family transport and be discouraged from car sharing with other families;
- The school will not be running its normal home-to-school bus service;
- Should pupils have to use public transport ensure they follow the 'safer travel guidance for passengers';
- Allocate designated spaces for pupils to change out of the outer clothing they wore to travel on public transport when they arrive at school, with easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored during the day. Disposable face coverings should be placed in a lidded dustbin.

### 3.3 Arrival at school

- Different areas are designated by year group for pupils to be dropped off and collected from school, ensuring areas enable pupils and parents to keep 2 metres distance between each other;
- Signage to be used to guide parents where they should drop off and pick up their children, marking out 2 metre distances on the ground;
- Parents will not be allowed into the school buildings;
- Do **not** shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children);
- Discourage any gatherings at the school gate;
- Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room;
- Parents to be told to assess their child's temperature at home and self-isolate if concerns are raised. Temperature to be taken if symptoms develop on site.

### 3.4 Lessons / learning activities

- Where appropriate, encourage pupils to bring in and use their own pens, pencils etc and not share them with others, or provide each pupil with a pack of pens, pencils etc for their sole use at school stored in a named ziplock bag or similar;

- Do not reissue that pack of pens to anyone else without a week's break in between (sufficient time for the virus to die);
- Ensure pupils use their own / designated iPads and not to share it with others, frequently cleaning the keyboards, mice and touch screens of all equipment used by more than one person;
- Limit the use of shared materials/resources in school and limit the amount of resources;
- Where possible, PE and sports activities should take place outside or in separate designated indoor areas;
- Activities that require people to be close together, such as many team games should **not** take place;
- Pupils will not use separate changing rooms;
- If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment, ensure each pupil is allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else;
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson;
- All peripatetic music lessons will continue remotely and be held outside school hours;
- If Art / DT / Food tech / Textiles activities include the use of handheld tools and equipment, or hand operated equipment, ensure each pupil is allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else;
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson
- Any shared or department based aprons should be removed from use;
- If Science activities include the use of hand-held tools and equipment, or hand operated equipment, ensure each pupil is allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else;
- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson;
- Any shared or department based lab coats should be removed from use;

### 3.5 Additional points for EYFS and KS1 pupils

- Maintain supervision ratios to ensure the safety and security of children, with reference to the DoE advice that the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary;
- A paediatric first aider will be on site at all times.
- Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that they, and the pupils, wash their hands very regularly, try not to touch their faces, practice good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. by staff and pupils staying in the same small group, which stays at least 2m away from other people and groups;
- Ensure help is available for all young children who have trouble cleaning thoroughly their hands independently;
- As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes;
- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough'