

# Schools full reopening risk assessment review

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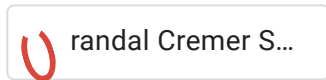
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## Upload School risk assessment



## Date of Submission

DD MM YYYY

20 / 08 / 2020

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DD MM YYYY

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## Provision of risk assessment

- School to revisit and update their risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

- The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

\*Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

- Numbers 1 to 4 must be in place in all schools, all the time.
- Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.
- Number 6 applies in specific circumstances.

\*Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

- Numbers 7 to 9 must be followed in every case where they are relevant.
- All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.
- Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.

Has the school given consideration to the provision of a risk assessment?

Yes

No

Partial

Staff availability: Extremely Clinically Vulnerable

- Vulnerability risk assessments to be completed for all staff
- Identification of minimal permissible staffing levels to support opening of the school
- Full use is made of those staff who are self-isolating or shielding but who are well enough to be assigned duties to minimise contact

Has the school given consideration to staff availability - Extremely Clinically Vulnerable?

- Yes
- No
- Partial

Staff availability: Clinically vulnerable

- Vulnerability risk assessments to be completed for all staff

Has the school given consideration to staff availability - Clinically Vulnerable?

- Yes
- No
- Partial

Social distancing within school: Circulation areas

- Reduce the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.
- Avoid large gatherings such as assemblies or collective worship with more than one group
- When timetabling, groups should be kept apart and movement around the school site kept to a minimum
- Avoid creating busy corridors, entrances and exits
- Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).
- Plan how shared staff spaces are set up and used to help staff to distance from each other
- Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults

Has the school given consideration to Social distancing within the school circulation areas?

- Yes
- No
- Partial

### Social distancing within school: Classrooms

- Staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible
- Ideally, adults should maintain 2 metre distance from each other, and from children
- Avoid close face to face contact and minimise time spent within 1 metre of anyone
- Children old enough should also be supported to maintain distance and not touch staff and their peers where possible
- When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in the smaller, class-sized groups
- Make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space

Has the school given consideration to social distancing within classrooms?

- Yes
- No
- Partial

### Social distancing within school: Break/lunch times

- Schools should consider staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups

Has the school given consideration to social distancing within the school break/lunchtimes?

- Yes
- No
- Partial

Social distancing: during peak times, e.g. start and finish of day

- Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school
- A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour
- Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
- Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them
- Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom

Has the school given consideration to social distancing within the school during peak times?

- Yes
- No
- Partial

### Attendance and engagement with the NHS Test and Trace process

- Identification of minimal permissible staffing levels to support full reopening of the school
  - Consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors
  - Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.
- Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:
- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - 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 & 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)
  - Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing
  - Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace
  - If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required
  - PPE is only needed in a very small number of cases, including:
  - Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools,

and only then if a distance of 2 metres cannot be maintained

- Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Has the school given consideration to measures to control staff/public attendance if experiencing COVID symptoms and to engage with the NHS Track & Trace

- Yes
- No
- Partial

### Preparation and serving of Food

- School kitchens can continue to operate, but must comply with :

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

Has the school given consideration to preparation and serving of food?

- Yes
- No
- Partial

### Hygiene Control & Cleaning

- Whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- Supervision of hand sanitiser use given risks around ingestion.
- Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin



friendly skin cleaning wipes can be used as an alternative

- Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them
- Putting in place a cleaning schedule that ensures cleaning is generally enhanced including more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal
- Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
- If a child who becomes unwell is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

Has the school given consideration to hygiene control and cleaning?

- Yes
- No
- Partial

School premises

- Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites
- Prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe
- Once the school is in operation, it is important to ensure good ventilation

Has the school given consideration to the premises?

- Yes
- No
- Partial

### Dedicated School Transport

- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and/or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- Distancing within vehicles wherever possible
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

Has the school given consideration to dedicated school transport?

- Yes
- No
- Partial

### Use of equipment

- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared
- Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces

- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor playground equipment should be more frequently cleaned
- Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided
- Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources

Has the school given consideration to the use of equipment?

- Yes
- No
- Partial

### Educational Visits

- Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.
- Make use of outdoor spaces in the local area

Has the school given consideration to educational visits?

- Yes
- No
- Partial

### Physical Activity

- Pupils should be kept in consistent groups,
- Sports equipment thoroughly cleaned between each use by different individual groups,
- Contact sports avoided.
- Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

- Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so

Has the school given consideration to physical activity?

- Yes
- No
- Partial

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