

## Risk Management - Assessment Report

<b>Work Area or Activity:</b>	Reopening - full
<b>Risk Area:</b>	Management and Site Maintenance
<b>Assessment Framework:</b>	Full Re-Opening of Schools - COVID 19
<b>Competent Person</b>	Teresa Clinick
<b>Assisted by:</b>	Jenny Thomas
<b>Groups Affected:</b>	All staff, pupils, visitors and parents
<b>Notes:</b>	add music / singing Updated following discussion with staff Risk assessment for full reopening of school following lockdown

This is a review of an assessment carried out on 20/07/2020

This is a review of an assessment carried out on 22/07/2020

<b>Assessed on:</b>	01/09/2020	<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
<b>To be Reviewed on:</b>	30/09/2020		

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Failure to follow Government, DFE, Local Authority, PHE and NHS advise.	Regular updates received via e-mail and advice followed.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Premises/compliance not checked to ensure full reopening is safe.	Premises already checked and re-opening checklist completed and any issues were addressed. Regular maintenance throughout holiday period.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.	Operating procedures reviewed and relevant parties updated on procedures through meetings and written information. Fire and evacuation procedures updated and disseminated.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) ? consideration should also be given as to whether to resume Lettings etc.	No visitors to school building unless pre-arranged. Signage displayed. Visitors expected to social distance, would be escorted and would need to follow procedures in place - eg: hand sanitising. Pre-school on site and their parents / children are using a separate entrance.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>
Lack of up to date information for Staff.	Initial meetings in July and September, prior to reopening. Weekly staff meetings to include any updates. Any pressing info to be put on staff noticeboard and sent to all staff electronically.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Lack of up to date information for Students, Parents and Guardians.	Information letter sent to parents / guardians before the school reopens (July / Sep). Pertinent updates to be put on school website and on fb.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Failure to provide support and/or reassurances to Staff who are anxious about a full return to school.	Staff meeting / open opportunity to review and discuss arrangements, risk assessments and procedures, (as we did for partial re-opening). Open invitation for individuals to meet with HT to voice any concerns or questions. Regular checking - in with staff to see if all working out ok or if adjustments to provision may be required. Induction for new staff / mentor to be allocated.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	Information letter to be sent in July and any updates in Sep. This includes a note that if there are any concerns - secretary or HT may be contacted, or class teacher. Contact e-mails given.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff identified as clinically or extremely clinically vulnerable, staff identifying as being BAME and staff who are pregnant attending site.	All staff now able and happy to return to work. Staff should aim to maintain social distancing, wherever possible. Breakfast club staff to social distance, if possible. DFE guidance followed. If required., individual arrangement / considerations may be put in place.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.	Discussed with staff during intial meeting and staff asked to keep HT informed if member of household falls into these categories. Addressed on case by case basis; advised to socially distance from pupils, staff and / or vulnerable adults.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Students identified as clinically or extremely clinically vulnerable, students identifying as being BAME and students who are pregnant attending site.	Parents reminded to inform school of any vulnerable students. Each assessed on a case by case basis.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Students living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable, identifying as BAME or pregnant attending site.	Assessed on a case by case basis and government guidance followed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	Staff reminded at briefings to immediately isolate if displaying symptoms and advised to get tested. Area used by staff member to be thoroughly cleaned.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Students displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	Medical room set aside for affected student and cleaned after use. Parent called to collect pupil and request testing for pupils. Staff providing support provided with PPE. Area used by student / bubble thoroughly cleaned. Government guidance followed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.	Government guidance and procedure followed. PHE SW HPT would be contacted (Tel 0300 303 8162).	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.	School closure procedure would be followed if the school needed to be closed. As above, guidance would be taken / followed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.	Separate entrances / exits for each class. Additional supervision to meet / dismiss pupils. Clear written guidance and reminders sent.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to coordinate arrival times with other users of the site such as nurseries that are not under school management.	Discussed and arrangements coordinated.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of procedures for controlling access to and from the premises.	Instructions given on letters, signage displayed and staff supervision.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.	Separate areas for each bubble and own entrances / exits. Some staff may need to work with pupils from a second bubble - but staff should aim to remain socially distanced - and government guidance followed. Separate break times / areas for each bubble.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to have procedures in place for staff/students (holidays etc.) returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	Information to be sent to parents regarding holiday destinations that may require individuals to self isolate on return. Informed in July and September and parents / staff required to check regulations. Staff requested to allow appropriate time to self-isolate prior to the start of the school term, as may be necessary.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to have procedures in place for staff/students coming into contact with others returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	As above... individuals should be aware of the need to self-isolate.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to amend existing risk assessments for school trips, visits and extra-curricular activities ? domestic overnight stays and overseas visits are not advised at this stage.	All trips / visits have Risk Assessments created or reviewed just prior to the event.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles ? classrooms, work areas, lunch/break areas and recreational spaces.	Separate break times for each class. Separate areas for lunchtime play and organised routes / times to avoid crossover of bubbles. Separate classrooms available.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of hand washing and welfare facilities to accommodate year group bubbles whilst maintaining distancing.	All toilets and sinks have liquid soap. Soap dispensers to be checked twice a day. Paper towels provided. Hand sanitiser also available in each class and at reception / entrance.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff and students not washing hands frequently.	Students to be instructed to wash their hands on arrival and at the end of each session / lesson.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination between year group bubbles due to staff moving between bubbles.	Staff should aim to socially distance from pupils, as per government guidance.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.	Government guidance followed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination between year group bubbles from shared facilities... classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.	Equipment sharing discouraged as much as possible / where feasible. Each classroom provided with sanitising wipes to clean equipment between usage, if being shared with another group, or left for 48 hours - 72 hours if plastic. Separate equipment that is regularly used (eg, pencils) allocated per child, where possible. Library usage - 48 hours in between use by separate bubbles.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination between year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	Water fountain removed from use. Separate toilet facilities per bubble. Toilets, sinks, etc will be cleaned 2 times per day.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination within year group bubbles due to physical contact - staff/student contact, peer to peer contact.	KS2 pupils and Y2 encouraged to social distance and to follow non touch protocol. Government guidance followed. Children will face the front of class where this is deemed feasible / appropriate and where it does not hinder learning. Younger children may interact within their bubble, but staff should aim to distance, where possible. Regular cleaning of surfaces, etc.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.	No activities (PE / games) that require physical contact. Equipment cleaned after use, if to be used by a different bubble, or left for 48 hours (72 hours if plastic).	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross contamination within year group bubbles due to shared personal equipment (water bottles, toys etc.), physical activities (PE etc.).	Students to bring own water bottles. Sharing of personal possessions not permitted. Toys being brought in from home will be actively discouraged.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination within year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	Water fountain removed from use. Separate toilet facilities per bubble. Toilets, sinks, etc will be cleaned 2 times per day.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	Staff levels checked each day by staff leadership. Other staff redeployed if plausible. Supply sought, if necessary. Plan in place if staff ratio drops below set levels.	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Inadequate supervision levels to maintain safe movement around site and avoid year group bubble to bubble contact.	Class bubbles escorted by staff member(s) if moving around site.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	Bubbles to remain separate at lunchtimes and breaktimes... different areas and / or times.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of facilities to maintain distancing between staff in staff areas.	Staggered break times to reduce the likelihood of multiple staff members wanting to access the staffroom, etc at the same time. Staff briefing / meetings held in the hall, or other area with space for social distancing.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	Provision of gloves, et in first aid kits. First aid kit with each bubble as well as main stock in medical room if required. Several staff first aid trained and paediatric first aiders on site.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures.	Individual plan and risk assessment to be carried out - if required. No known requirement at present.	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	PPE provided where required. No specific care needs known, currently, but new intake of younger pupils starting in September.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of staff to support pupils with specific emotional or behavioural needs.	Individual risk assessments to be carried out / updated. Experienced staff within each bubble. THRIVE /TIS trained staff on site.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	Full facilities will be available. Staff supervision needed within own bubbles.	Yes	Severity:2 Likelihood:1 <b>Risk Rating:2</b>

Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	Staff / site team will provide an extra / second clean at lunchtime in addition to the end of the day. This will include cleaning of toilet facilities and of frequently touched surfaces - eg: door handles.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is thoroughly cleaned at the end of the school day/start of a new day.	Catering and cleaning staff are from external companies. Cleaning materials ordered by cleaning staff; gloves / PPE provided by their companies. Companies state that advised government guidance is followed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross contamination across site due to lack of procedures for disposing of used and potentially contaminated cleaning materials etc.	Bin liners double bagged and stored for disposal. Bins with liners in each class for tissues - doubled bagged for disposal.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
lack of social distancing measures for singing / music lessons /chanting	If children are singing, there should be at least 2m distancing. If possible, singing will take place outdoors. Pupils should be positioned back-to-back or side-to-side when playing (wind instruments) or singing (rather than face-to-face). Noise should be kept to levels which do not encourage teachers or others to raise their voices unduly and so increase aerosol transmission.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Teresa Clinick                      Signed .....                      Dated .....

Co-ordinator                      Signed .....                      Dated .....

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