

School reopening: risk assessment

St George's RC Primary School

Use and adapt this template to help you document the risk control measures you'll have in place ahead of opening to all pupils in autumn term 2020. It covers the measures you'd need above and beyond the usual control measures you'll have in place, such as hygiene during food preparation or intimate care.

The example measures we list are based on current (as at 8 July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

Consider what you'll need to do to make the measures workable in your school, and if you need to add additional ones, and adapt the template accordingly. For example, take into account:

- The number of staff and pupils you expect to have in
- Any [risk assessments for individual staff](#) that you do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- The size and layout of your school premises
- The resources you have in stock or can order easily (e.g. PPE, soap, cleaning products)

HAZARD	WHO MIGHT BE HARMED & HOW	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> Being coughed on, A face-to-face conversation, or Unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>	Class teachers/TAs		Records kept in COVID-19 file in each bubble.
Returning from holiday where countries are on the government quarantine list.		A reminder to all parents arriving from a country that is on the government quarantine list they and their family will have to self-isolate for two weeks.	SMT	Ongoing as air corridors change.	SMT keep up-to-date with new government rules.
Contact with		Everyone will be encouraged to walk or cycle into school,	SMT	Summer 2020	Letter to parents before

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coronavirus when getting to and from school		<p>and asked to avoid taking public transport during peak times if possible. (See letter to parents.)</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p>Their allocated drop off and collection times, with different groups being given different times</p> <p>The protocols for minimising adult to adult contact.</p> <p>Start and departure times are staggered. (See programme of start/finish times)</p> <p>The number of entrances and exits to be used is maximised.</p> <p>Different entrances/exits are used for different groups.</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</p> <p>(See Key Stage Plans)</p> <p>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</p> <p>That only one parent/carer should attend</p> <p>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment.</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p>	SMT	<p>September 2020</p> <p>Measures currently in place.</p>	<p>the beginning of school in September.</p> <p>Staggered start and departure times are already in place. These need to be reviewed with larger groups returning to school.</p> <p>All parents need to receive parent guidelines for September start.</p>

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		<p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Outdoor sinks have been provided across all Key Stages. All pupils to sanitise hands on entry to school.</p> <p>A regular routine of sanitising and washing of hands – on entry to school, before break time, after break time, before lunchtime, after lunchtime, before the end of the school day and each time a child uses the toilet.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <u>NHS guidelines</u>, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning</p>	<p>SBM</p> <p>All staff</p>	<p>Measures currently in place.</p> <p>Measures currently in place.</p>	<p>Some outdoor handwashing facilities in place. More are being installed over the summer holidays.</p> <p>Measures in place but larger number of pupils. Rotas for each bubble. Sanitising and washing.</p>

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		<p>wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Individual risk assessments are in place for SEND pupils who are unable to maintain good respiratory hygiene, such as pupils who spit uncontrollably or use saliva as a sensory stimulant,</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>SENCO, parent and class teacher.</p> <p>SBM & Facility supervisor</p>	<p>Some in place currently – others in place before September start.</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Ensure key SEND pupils have personal risk assessments in place</p>
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) 	<p>SBM & Cleaning team</p>	<p>Measures currently in place.</p>	<p>More classroom areas being used so more cleaning needed.</p> <p>See programmes of cleaning.</p>

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		<ul style="list-style-type: none"> • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. (See cleaning programme)) Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be used half termly per bubble (See PE equipment rota) <p>Resources shared within a group are cleaned regularly or labelled and left unused for 72 hours between use</p> <p>Resources shared between groups (including outdoor play equipment) are cleaned between groups or labelled and left unused for 72 hours between use by different groups.</p> <p>The same rules will be followed for books and other shared resources that pupils.</p>		<p>Measures currently in place.</p>	<p>Ensure all parents informed before children return to school.</p>

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		<p>Staff will not take books home.</p> <p>Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
Spreading infection due to excessive contact and mixing between pupils and		<p>All classes will have their own entrances and exits to reduce congestion in corridors.</p> <p>Pupils will be kept to their class groups.</p> <p>Pupils are designated their own area within the classroom</p> <p>Classrooms are rearranged to support distancing as much</p>	All staff	<p>Measures currently in place.</p> <p>Need to ensure this is consistent as all pupils return in September.</p>	

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staff in lessons		<p>as possible (pupils sit side by side/facing forwards) and avoid face to face seating arrangements wherever possible.</p> <p>Unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Pupils are not called to the front of the class and close contact at pupils' desks is avoided where possible.</p> <p>Year 2 – Year 6 will have personal equipment kept in a pencil case on child's table.</p> <p>A daily record is kept of all staff/external staff who have been working with each group</p> <p>.</p> <p>Classrooms will keep windows and doors open to allow air flow throughout.</p> <p>EYFS setting: Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will not take place.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. Distance between pupils will be maximised as much as possible.</p> <p>Key staff can work across different groups in order to deliver the school timetable, but they will keep their</p>			

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Working with SEND children	<ul style="list-style-type: none"> • Employees , pupils, visitors • • Spitting, biting, contact with bodily fluids due to sensory issues. <p>Exposure to coronaviruses (SARS-CoV-2), Transmission of COVID-19, illness death.</p>	<p>distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. They will be asked to wash hands on arriving and leaving the school and between groups.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>SEND team are liaising with schools to provide support with SEND pupils.</p> <p>Staff are vigilant for escalations in behaviour due to changes in routine and follow BSP re: de-escalation techniques.</p> <p>Social distancing is maintained wherever possible without putting the pupil at risk if close proximity is required for de-escalating behaviour.</p> <p>Supervision ratios are maintained for pupils with challenging behaviour in accordance with their BSP with</p>	SENCO & HT	September 2020	<p>Liaise with relevant other teams e.g. Behaviour Support, / Ed Psych additional support is required.</p> <p>Individual risk assessments to be carried out for pupils where social distancing cannot be maintained e.g. where their BSP requires close contact and all relevant staff</p>

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		<p>as little change in support staff as possible.</p> <p>Individual risk assessment is reviewed in conjunction with school, pupil's parents.</p>			<p>made aware of this.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. (See time tables/rotas)</p> <p>Consideration is given to zoning playgrounds and other areas across the school site to encourage social distancing between groups.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms - dining area, will be one bubble at a time. They will be cleaned between each use.</p> <p>A rota of hot meals in the dining hall and packed lunches in the classroom will be used on a weekly basis to avoid</p>	<p>SMT</p>	<p>September 2020</p>	<p>Timetables and rotas in place.</p> <p>Lunchtime supervisors meet to discuss new structures and rules.</p> <p>City Cuisine informed of lunch rotas.</p>

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		<p>crowding and ensure all pupils receive some hot meals.</p> <p>Toilet use will be managed to avoid crowding. All bubbles will have their own toilet. Eg Year 4 will use girls toilets and Year 5 use the boys toilets. Year 6 will use the staff toilets (opposite the staff room) Staff will use the office toilets.</p> <p>Staff use of staff rooms – staff will use rest areas – already allocated to limit occupancy.</p> <p>Shared offices and reception areas</p> <p>Maximum occupancy of offices is determined by allowing for 2m social distancing between each person.</p> <p>Workstations are assigned to one person only wherever possible, or if not are cleaned between use.</p> <p>Workstation set ups and locations have been reviewed and where possible moved so that staff do not face each other.</p> <p>Staff who do not work in the office avoid entering the office wherever possible.</p> <p>Staff are encouraged to use phones/walkie talkies for communication rather than coming to the office.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>			

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Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old 	SMT & Facility Supervisor		Link governor to support
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	HT All staff		Staff meetings held remotely.
Unsafe/		Where pupils wilfully fail to follow school rules regarding	HT	September 2020	Revised COVID-19

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violent/ aggressive behaviour (e.g. intentional spitting, refusing to adhere to social distancing etc.).		<p>COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy.</p> <p>Incidents involving violent/aggressive behaviour including spitting are reported to the Health and Safety Team on an HS20 incident form.</p> <p>Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary.</p> <p>Behaviour policy has been reviewed and amended as appropriate with any changes to expectations, rewards and sanctions in place re: COVID-19 including no spitting or deliberately coughing.</p> <p>Advice/support available from the Clennell Behaviour Support</p>	All staff		<p>behaviour policy is communicated to pupils, parents and staff.</p> <p>Appropriate arrangements to be in place where a pupil needs to be removed from a group for the safety of themselves/others</p> <p>Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action.</p>
Anxiety/ stress/depression/ other mental health conditions.		<p>Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&S representative.</p> <p>SMT discusses concerns/anxieties with employees and explains the COVID-19 control measures in place.</p> <p>SMT checks staff at regular intervals and provides additional support if required wherever possible.</p> <p>SMT liaises with the relevant team if there are unresolved COVID-19 concerns.</p> <p>Link Inspectors check on head teachers at regular</p>	SMT	Ongoing	<p>All staff are aware of the mental health guidance for employees.</p> <p>Head teacher refers employees to Occupational Health for counselling (by telephone) if required.</p> <p>Staff workloads are monitored by SLT and appropriate action taken</p>

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		<p>intervals. (Gateshead – Alison Stephenson)</p> <p>Employees are kept updated and informed of changes as quickly and clearly as possible.</p> <p>SMT is vigilant for uncharacteristic behaviour of staff.</p> <p>Staff are vigilant for uncharacteristic behaviour of pupils and colleagues and provide additional support for pupils where there are anxiety or other mental health concerns.</p> <p>Support and information available from/provided by Education Support Team to help support pupils.</p> <p>Flexible working practices are implemented as much as possible to promote good work/life balance for employees.</p>			<p>as necessary.</p> <p>SLT discuss and agree changes to staff roles with individual staff members at the earliest opportunity.</p> <p>All staff are fully consulted on the school's COVID-19 risk assessment and planning arrangements for returning to school in September.</p> <p>HS-61 Employee specific work-related stress risk assessment' is carried out with members of staff where appropriate.</p>
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments are in place.</p>		September 2020	

Appendix 1 : Suggested information to be communicated to parents/carers

Please note this list is not exhaustive.

Parents/carers should be informed of the following where applicable: -

- NHS Test and Trace requirements (section 10)
- Not to enter the school setting if they are exhibiting symptoms of COVID-19 or should be self-isolating.
- To ensure their child does not attend school if they are exhibiting symptoms of COVID-19 or should be self-isolating
- To inform the school if their child/anyone in the household has symptoms of COVID-19.
- That they need to be ready and willing to book a COVID-19 test if their child/anyone in the household develops symptoms of COVID-19.
- To inform the school of the results of any COVID-19 testing within the household.
- Government advice on the use of public transport <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- To ensure that their child only brings essential items from home (if this includes toys these should be cleanable).
- Behaviour policy and expectations for pupils in relation to COVID-19.
- Not to enter the school premises without a pre-arranged appointment, and to follow school procedures whilst on site.

- To ensure that their child does not wear a face covering on school premises.

- Expectations for school drop off/collection including:-
 - Not to gather and to maintain social distancing at all times.
 - The drop off and collection times for their pupil and how to do this (which entrance to use and where to stand etc).
 - To park considerately outside school and maintain social distancing at all times including staying in their vehicle until their pupil's allotted pick up/drop off time.
 - To ensure that only 1 parent/carer attends school if the pupil needs accompanying.

- Any additional school procedures they need to follow.

Staggered Start and Finish times

	Nursery/ Reception	Year 1	Year 2/3	Year 4/5	Year 5/6
Line Up	Car Park Gate	Main gate	Car Park Gate	Main Gate	Top Gate
Start Time	8:45am	8.45am	9.00 am	9:00am	9:00am
Finish Time	3:00 pm	3.00pm	3:15 pm	3.15 pm	3:15pm

Staff from each bubble on yard to manage social distancing and hand washing/sanitising on entering the school.