

COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
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Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- **NEW** [Guidance for full opening schools](#)
- [Preparing for the wider opening of schools from 1 June](#) (Primary and Secondary specific guidance)
- [Planning guide for early years and childcare settings](#)
- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [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 for further education and skills providers](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

Part 1 is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

Part 2 is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Further information

If you require any further information, please contact the health & safety unit via our shared email address: health_safety@sandwell.gov.uk.

Part 1: H&S Checklist

Conducted by:

Date:

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Health & safety/statutory issues						
Have all health & safety compliance checks of plant & equipment been completed prior to opening? (This can be done through referencing of the School Premise Logbook or equivalent)	Y			All essential service visits, flushing regimes, call point tests and building maintenance monitoring have continued through lockdown. They will also continue as normal through the six weeks holiday. Intruder alarm and fire extinguishers checks have now been completed PAT testing is scheduled for July 2020	PAT Testing due 30 th July Will need to schedule a “mop up” for early September as not all staff are available on the testing date.	RP/KS Scheduled

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are there sufficient numbers of staff available in safety critical roles?</p> <p>(e.g. fire marshals, first aid personnel etc)</p>	Y			<p>Sufficient staff are available to cover identified pupil groups. This includes teacher and support staff, on-site DSL, first aid and paediatric first aid qualified and SLT.</p> <p>Staff First Aid training has been refreshed where necessary.</p>	<p>Continue to monitor staff availability and impact of sickness or change in circumstances. Adjust staff cover as necessary in accordance with current LA guidance. Supply staff are now allowed into school and staff can move across bubbles, therefore lack of staff availability (due to NON-COVID reasons) is unlikely to cause closure of school or bubbles.</p>	<p>SLT Ongoing</p>
<p>Will a test of emergency procedures (e.g. fire drill) be carried out in the first week of school reopening?</p>	Y			<p>Fire evacuation procedures have been re-reviewed prior to opening.</p>	<p>A fire drill will be conducted during the first week of reopening to ensure the revised procedure is sufficient.</p> <p>Fire drills to be conducted each term in accordance with usual requirements.</p> <p>Spring Term fire drill will be completed within the first week of 2nd reopening i.e. wc 8th March 2021</p>	<p>Completed</p> <p>Spring term Fire drill wc 8/3/21 – SLT, Site Manager</p>
Social distancing issues						

<p>Have class/year groups been organised as per Government guidance?</p>			<p>The size of pupil bubbles will be determined by each school dependent on the way in which the curriculum is structured and what staff movements are required (e.g. year group, whole key stage).</p>	<p>We will introduce phase bubbles from September these will be Nursery and Reception, Years 1 & 2, Years 3 & 4 and Years 5 & 6. This will ensure we are able to deliver a full and broad curriculum and a well-rounded education, whilst also establishing consistent groups which do not mix to reduce the risk of transmission. Maintaining a distinct bubble complies with government guidance and allows for swift action to isolate if there is a confirmed COVID case.</p> <p>Bubbles have been reviewed to ensure compliance with the latest guidance issued as part of the January national lockdown. Existing bubbles are still compliant and numbers are greatly reduced . This will enable greater ability to socially distance at least some of the time between children, particularly in older year groups, as well as between staff and staff and pupils.</p>	<p>SLT Ongoing</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
					Bubbles have again been reviewed prior to 2 nd full reopening in March 2021, they will continue as previously implemented and are compliant with latest government guidance.	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have classrooms and other learning environments been organised to allow for social distancing?</p>			N/A	<p>Latest DfE and Sandwell guidance recognises that social distancing is not expected for Primary aged pupils.</p>	<p>Staff are expected that wherever possible to keep 2m distance from other adults and pupils and must not have prolonged close contact with pupils in their bubble. Floor markings have been introduced in each classroom to designate a 2m distance between staff and children.</p> <p>All KS2 desk layouts are forward facing all EYFS and KS1 will face the front when on the carpet and at tables where possible.</p> <p>Tape markings have been reviewed and replaced where required, desks have been moved back from the teaching zone to allow for better social distancing.</p>	<p>ALL Ongoing</p>

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Has consideration been given to arranging which lessons or classroom activities could take place outdoors?</p>	Y			<p>Outside space is limited however outdoor learning is encouraged wherever possible.</p>	<p>Teachers are to risk assess activities to ensure that hygiene and adult social distancing as well as cross bubble distancing is adhered to.</p> <p>Still applicable and relevant during January National Lockdown</p> <p>Reviewed again prior to 2nd full opening in march 2021, activities, particularly PE will take place outdoor if weather allows and the environment is suitable for the activity.</p>	<p>Teaching staff - ongoing</p>

<p>Has movement around the school been reduced?</p>	<p>Y</p>		<p>Internal classroom doors MUST only be used for visits to the toilet, PE lessons in the Hall, teachers gaining access to their classroom and teachers taking their break. Children will not be allowed to run errands and all internal communication will be electronic via Teams or telephone.</p> <p>It is the aim to wherever possible locate a first aider within each classroom.</p> <p>Children will arrive and leave each day only via their classroom door.</p> <p>KS1 have exclusive use of the library for Phonics.</p> <p>Where reading books need to be exchanged the teacher must remove a selection of books from the Library.</p> <p>Music – singing, chanting, playing wind or brass and shouting is an additional risk of infection and therefore should be avoided.</p> <p>Alternatives to reduce the additional risks associated with music lessons are that they take place outside, do not share instruments, back to back. Group sizes must not exceed 15. We have decided that for at least the first half term there will be no signing and no instruments across the school.</p>	<p>Continue to monitor level of movement and adjust guidance and protocol to ensure this is consistently kept to a minimum</p> <p>Review music provision regarding singing and the use of instruments at half term – completed, wind instrument which are not shared can be reintroduced providing social distancing is adhered to.</p> <p>Use of instruments has been suspended during the January Lockdown and will be reviewed once full opening is reintroduced.</p> <p>It has been reiterated to all staff to reduce movement around the school to an absolute minimum. Teams is to be used for all communication and visits to classrooms is only permitted if essential to deal with an issue.</p> <p>Musical instruments will not be reintroduced at the start of our 2nd reopening in March 2021, this will be reviewed after the Easter break</p>	<p>SLT half term/ongoing</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>Following half term and taking the advice of Music mark there will be some use of wind instruments, however any risk will be mitigated by all players being socially distanced of 2m, where this is not possible there will be no playing of instruments.</p>	<p>Prior to 2nd reopening in March 2021 Staff are fully aware to keep movement around the school to a minimum, pupils will not be permitted to move around the school other than visits to the toilet i.e. no visits to the office to deliver messages. Teams is fully implemented and working well across the school as the main means of communication.</p>	

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
PE Lessons				No contact activities only, to take place outdoors wherever possible. If indoors only low aerobic activities to take place on mats. All mats and all equipment used to be sanitised immediately after use. Children will come into school wearing their PE kit on PE days. Pupils will handwash immediately before and after their PE lesson. Wherever possible teachers will take pupils to the hall (rather than be collected) to minimise traffic through the school.	<p>There will be no PE coach in school whilst in the January lockdown. Teaching of PE will continue and we are introducing remote external coaching for those children who are in school. However existing measures will continue.</p> <p>PE coach will return on 8th March, all lessons wherever possible will take place outdoor. Previous hygiene measures will continue. The PE coach will be included in the twice weekly lateral flow testing and will wear a face covering whilst within the school.</p>	
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc) in key areas to clearly identify the social distancing rules?				Internal floor tape to all key areas within the building has been introduced. External floor paint has been used to show social distancing outside classroom doors and school entrance where it is likely that people may congregate. A one-way system has been introduced for parents drop off and collection route.	Regularly check that markings are still clear and being adhered to in accordance with the LA's social distancing guidance.	SLT - Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have assembly groups been staggered?			NA	<p>No assemblies will take place</p> <p>A stage performance has been scheduled and will take place within the first week of 2nd full reopening. There will be a single headline performer who will be socially distanced at all times from staff and pupils, they will be supported by virtual performers. The performer is engaged in the twice weekly Lateral Flow testing programme and temperature will be take prior to entering the school they will also be expected to follow all staff COVID hygiene measures. There will be separate performances for each bubble to ensure bubbles are kept separate at all times.</p>		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have break times (including lunch) been staggered / areas/venues for lunch to be eaten?	Y			Lunch will be eaten in the classroom. Each phase bubble will have a designated lunch time to ensure bubbles do not mix. Outdoor apparatus and a playtime box will be allocated to each bubble, for their use only. Each bubble will only use the same area as their allocated outdoor apparatus. Entry back into the building will also be staggered and through a designated door.	Ensure all staff are fully aware of protocol. Constantly review to ensure working correctly. Staggered times will not be altered prior to 2 nd full reopening on 8 th March	SLT - Ongoing
Have drop off and collection times been staggered?	Y			Each phase bubble has been allocated a specific start and finish time to minimise number of people and congregating on site at any one time. The start and finish time have been set to ensure no learning time is lost during the day.	Decide specific drop and collect instructions for children attending before or after school clubs and late arrivals/collections. Staggered time will continue as previously arranged. Parents have been reminded of all measures and drop off and collection times will be policed outside by school staff to ensure rules are being followed. All parents are expected to wear face coverings whilst on school grounds.	Completed Ongoing review that measures are being adhered to

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have parents drop off and pick up protocols been revised to minimise adult to adult contact?</p>	Y			<p>The one way system has been adjusted to allow quicker drop off times without compromising potential gathering or bottle necks around the school grounds.</p> <p>We will continue with one adult only per drop off and introduced specific guidance where there are siblings in different phase bubbles so as to minimise gatherings whilst not compromising the learning length of the day.</p> <p>Patrols will be introduced to ensure that the protocols are being adhered to.</p>	<p>Continue to review to ensure that the protocols are working and being followed.</p> <p>All staff have been reminded that parents must not be allowed to queue at the door, children are to be brought in to the classroom as soon as they arrive. They have also been reminded not to engage with parents at the door.</p> <p>All measure continue for 2nd reopening on 8th march 2021</p>	SLT - Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Have all unnecessary items been removed from classrooms and stored elsewhere?</p>	Y			<p>Unnecessary items including furniture must be removed or made inaccessible within the classroom.</p> <p>Small adaptations should be made if at all possible to support distancing.</p>	<p>Staff have been invited into school to ensure that all necessary measures have been put into place whilst preparing the classrooms for September. This will take place on the last day of summer term and the first two days of Autumn Term.</p> <p>There will need to be a final sweep to ensure that all guidance has been adhered to.</p> <p>All measures to continue for 2nd reopening on 8th march 2021</p>	<p>ALL Completed</p> <p>Ongoing to ensure there remain no unnecessary items in the classrooms.</p>
<p>Infection control issues</p>						

<p>Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?</p>	<p>Y</p>			<p>Staff who were previously shielding or extremely clinically vulnerable should from September, be available to return to work. In these cases an individual risk assessment will be conducted and guidance sought from the GP. Pregnant women in their third trimester have the option to work from home, however if they wish to return to work then they are to seek guidance from their midwife.</p> <p>Shielding advice will cease on the 1st August but is subject to review and change depending on local confirmed cases. This means that even the small number of pupils who remain on the shielded patient list can return to school, however some pupils who remain under the care of a specialist may need to discuss their care with them before returning to school.</p> <p>All staff have received an individual risk assessment, all staff have been reminded that they need to inform KS if there have been any changes to circumstances or there are any individual concerns.</p>	<p>The government guidance is scheduled to change on the 1st August. This will be reviewed at that time to ensure our plans for September still reflect guidance. There will be an ongoing review to ensure we remain working within the guidance.</p> <p>No children or staff who are CEV are in school during the January national lockdown or whilst in tier 4</p> <p>Individual risk assessments have been completed for all staff and are more in-depth for staff who fall into the clinically vulnerable category. These have been reviewed for the January lockdown.</p> <p>Prior to the 2nd reopening on 8th March 2021 it is confirmed that shielding will continue to at least 31st March 2021, therefore no staff or pupils will attend who are CEV until shielding has finished at which point they will be individually risk assessed. Individual risk assessments will be reviewed</p>	<p>SLT - Ongoing</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all soft furnishing/toys etc that are hard to clean been removed?	Y			All soft furnishings to be removed	Final sweep to ensure all have been removed	SLT – Ongoing Completed, ongoing to ensure this remains in place
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	Y			All areas of the school have been deep cleaned.	Introduce and adhere to a new ongoing infection control regime (see below) A deep clean is not required prior to 2 nd reopening as there have been no confirmed cases within the school since the start of the spring term. A routine deep clean will be scheduled for the Easter break or if there is a confirmed case where a bubble is required to close	RP Easter 21
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	Y			A separate risk assessment and cleaning program has been introduced which follows the latest recommendations for cleaning of schools.		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	Y			<p>Anti bacterial wipes will be available in every classroom, office, staffroom and around other areas where items are shared e.g. photocopiers.</p> <p>Staff are instructed to clean shared items with the wipes provided before and after use.</p>	Stocks to be regularly monitored and replenished.	RP - Ongoing
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	Y			<p>There is adequate stock of liquid soap, cleaning detergents, bleach and hand sanitiser in school.</p> <p>There are sinks in every classroom therefore increased and regimented hand washing protocol will be enforced across the school for staff, visitors and pupils.</p>	<p>Ensure children are shown and reminded appropriate hand washing. Ensure adequate signage is displayed to remind staff, visitors and pupils about the importance of regular and increased hand washing.</p> <p>Children to continue to be reminded following 2nd full reopening on 8th March 21</p>	<p>SLT 1st September</p> <p>Completed</p> <p>Ongoing to ensure still an integral part of our behaviours</p>
Is there a ready supply of tissues for pupils and adults?	Y			Tissues are available in each classroom. Each child will be given a pack of tissues to be kept on their desk.	Staff to remind children of good hygiene. Adequate signage to be displayed to reminded to catch it, bin it, clean hands.	ALL - Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is contaminated waste disposed of regularly and appropriately (e.g. using foot operated pedal bins)?	Y			Contaminated waste to be disposed of in accordance with PHE guidelines. Foot operated pedal bins are in each classroom. Protocol on disposal of potentially contaminated waste has been relayed to all staff.	All staff to ensure protocol on disposal of waste is consistently followed.	ALL - Ongoing
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	Y			The staff room has been designated as the location and specific guidance given to all staff.		
Have staff & pupils been informed to avoid public transport & sharing of vehicles wherever possible?	Y			Communication relating to the latest guidance has been relayed to both staff and parents		
Cross contamination of items	Y			Pupils and staff have been asked to only bring essential items to and from school to reduce the risk of contaminations. Guidance does allow teachers to take books home for marking. Antiseptic spray has been issued to each class to use on books to reduce the risk of infection and contamination		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
<p>Are we containing the spread of contamination if there is a confirmed case?</p>	Y			<p>All pupils have been organised into bubbles. Staff within the bubble keep a social distance wherever possible, however if there is a confirmed case we will liaise with PHE to establish correct action to be taken. A contingency plan is in place should a complete or partial shutdown be required in accordance with DfE guidance.</p> <p>All staff, visitors and pupils together with their families will be strongly encouraged to engage with Test and Trace.</p> <p>Stringent cleaning protocols have been introduced in accordance with the published guidance where a suspected case has left the premises</p>		

<p>Specific Issues Relating To EYS</p>	<p>Y</p>		<p>Specific guidance is in place which relates to EYS, infection control principles are the same as for KS1 and KS2 with recognition given to the difficulties relating to hygiene and social distancing controls because of the age of the children.</p> <p>There will be no sand or playdough</p> <p>Deep clean of carpets each week on a Friday afternoon</p> <p>Hard toys will be sanitised each week in Milton solution</p> <p>There will be no sharing of resources across bubbles</p> <p>Windows are to be opened all day, doors to be kept open at all times when it is safe to do so to aid ventilation</p> <p>Phonics will be organised to utilise the empty nursery class or outdoors</p> <p>Outdoor space will be utilised as much as possible</p> <p>Singing within early years is permissible and it forms an integral part of the teaching. Mitigation for this activity must include background music being played on a low volume to prevent shouting, singing will be</p>	<p>Ongoing risk assessment of individual activities</p>	<p>Class teachers</p>
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Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
				<p>one at a time and if in a circle teacher will move to the back of the circle to ensure social distancing, teacher will also stand so as not to be at face level.</p> <p>Teachers to be aware of social distancing wherever this is possible and avoid close face to face contact particularly for prolonged period of time.</p> <p>All activities are to be dynamically risk assessed to ensure the principles of social distancing and hygiene are considered and mitigation put into place.</p> <p>Arrival time to be closely managed to ensure parents do not come onto the class door ramp which causes congestion.</p>		
Communication of Plans						

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have parents been informed of the drop-off and pick up protocols?	Y			<p>Comprehensive guidance has been issued to both staff and parents to ensure it is clear what is expected.</p> <p>There will be patrols each day monitoring that instructions are being followed.</p>	<p>Continue to police and monitor that the protocols are being followed.</p> <p>Review to ensure that they are workable or need improving</p>	SLT- Ongoing
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?	Y			Communication relating to the latest guidance has been relayed to both staff and parents	Monitor and reissue guidance should it change	SLT - Ongoing
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?	Y			<p>Signage displayed and patrols being introduced to ensure parents don't gather.</p> <p>Parents will not be allowed to enter the site without a prior appointment</p>		
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?	Y			This is part of the drop and collection protocol		

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	Y			<p>A comprehensive document has been produced and has been communicated to all staff prior to opening.</p> <p>There will be a last brief before opening to ensure all final plans have been communicated.</p> <p>Staff have been made aware that all previous measure are still required prior to 2nd reopening on 8th March</p>		
Lateral Flow Testing	Y			<p>All staff have been briefed on lateral flow testing. Staff are strongly encouraged to participate in twice weekly lateral flow testing. All test results must be reported online at gov.uk and reported back to the school who also keep a record of results. All staff aware of the procedure to be followed should their result be void or positive. Testing is available to non-staff members who attend school on a regular basis, these have been issued where necessary.</p>	<p>Ensure any new members of staff or new regular visitors are included in the twice weekly lateral flow testing</p>	<p>KS - ongoing</p>

Part 2: Template /Model RA

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School:

Assessment Date:

Name of Assessor(s):

Assessment Ref No:

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

Model risk assessments MUST be made school specific by editing/deleting any part(s) that do not apply and adding additional risks/hazards/controls specific to the section where appropriate.

Please delete this row once you have adapted this model assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. 	<p>All regular services have been carried out.</p> <p>Only outstanding item is: PAT testing to be scheduled for six weeks holiday</p>	RP 30 th July	2	4	8	<p>Completed</p> <p>Completed</p> <p>Ongoing support and maintenance continues where necessary</p>
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness, infection, fatality	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments. 	<ul style="list-style-type: none"> Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements. If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time 	<p>RP – WC 7th September</p> <p>SLT – as and when need arises</p>	1	5	5	<p>Ongoing – drill required wc 8th March and then ongoing as usual</p> <p>Staff training has been</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
			<p>they are off/until substitutes can be trained.</p> <p>Refer to Fire Safety SSG & First Aid SSG for further guidance</p>					updated where necessary
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers. Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing. Separate entrance and exit routes are in place. Social distancing not expected for Primary aged pupils. However older children should be encouraged not to touch others and maintain a distance if possible. PPE is provided in each classroom when social distancing between adults and pupils may not be possible e.g. first aid. Bubbles have been determined by the school 	<ul style="list-style-type: none"> When weather allows, lessons will be conducted outside of the classroom. Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols. 	<p>Teaching staff – daily</p> <p>HT – prior to 2nd September</p>	3	4	12	Ongoing review to ensure practices are effective and being adhered to

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>around the way in which the curriculum is structured. These are:</p> <p>N and R, 1 and 2, 3 and 4 & 5 and 6 form four bubbles across the school. Bubbles will not mix or share resources unless they have been sanitised.</p> <ul style="list-style-type: none"> • Staff to maintain social 2m distancing from Pupils and each other. Self isolation is required if a case is tested positive when there has been any contact within a meter for any length of time, 1-2 meters for more than 15 minutes or travelling in a small vehicle • Any time within one meter must be brief and not face to face • Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing. 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
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		<ul style="list-style-type: none"> • One-way system in place around the school to minimise close contact between adults and pupils. • Foot marks and/or tape has been used in key areas of the school e.g. corridors, staff rooms and offices • Playground has been marked to encourage social distancing for queueing for drop off. Areas within the playground have also been designated for specific bubbles • Parents/carers can only visit the school by appointment. • Regulate access to areas where it is difficult to maintain social distancing (Toilets have been allocated to avoid bubbles sharing) • Communicate new ways of working to all staff & pupils, through posters, briefings etc. 						

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		<ul style="list-style-type: none"> Meetings to take place electronically wherever possible and LA guidance to be followed in terms of who is allowed onto site 						
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All MUST wash their hands regularly and at least when they arrive at school, return from breaks, change rooms, before and after eating All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at reception for visitors and contractors Use of e-bug learning resources to promote and 	<ul style="list-style-type: none"> Daily briefings to remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. <p>Refer to Government guidance on Health protection in schools and other childcare facilities for further information.</p>	HT – Daily Caretaker / Premise Manager	2	4	8	Ongoing review to ensure practices are effective and being adhered to

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		<p>teach pupils the importance of good hygiene practices.</p> <ul style="list-style-type: none"> • Use of hand sanitiser must be supervised to reduce the risk of ingestion • Only urgent enquiries at Reception. • Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters,etc) • Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc) • Any contaminated waste (used tissues etc) is disposed of 						

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		appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.						
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils. Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> Keep in touch (KIT) meetings regularly organised to ensure staff are supported. Managers to ensure employees are aware of the following advice: Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance. Changes in new school protocols explained to employees and individual support made available when/if needed. Arrangements in place for employees to access a confidential counselling service. 	<ul style="list-style-type: none"> Refer to Stress SSG for more information. 		3	4	12	Ongoing review to ensure practices are effective and being adhered to

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					L	S	R	
		<ul style="list-style-type: none"> Schools stress risk assessment has been reviewed regularly throughout the pandemic. 						
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands). 	<ul style="list-style-type: none"> 					Ongoing review to ensure practices are effective and being adhered to
Anyone, including staff, child, young person or other learner becomes unwell with symptoms of coronavirus	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	If anyone in the school becomes unwell with COVID-19 symptoms they must be sent home and advised to follow the stay at home government guidance, self-isolation if they have tested positive is for at least 10 days, after symptoms are experienced. Other member of the household should also self-isolate for 10 days the day after symptoms developed.	<ul style="list-style-type: none"> See latest Government guidance for Test & Trace 					Ongoing review to ensure practices are effective and being adhered to

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and requires personal care.		<p>PPE must be worn by staff caring for someone if 2 meters cannot be maintained:</p> <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. • If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 						

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		<p>spitting, or vomiting, then eye protection should also be worn and PHE guidance followed</p> <ul style="list-style-type: none"> Everyone must wash their hands thoroughly for at least 20 seconds if they have had any contact with someone who is unwell, they do not need to go home and self isolate unless they themselves develop symptoms.+ 						
COVID-19 Virus transmitted to those who are vulnerable	Employees who fall into the clinically extremely vulnerable or clinically vulnerable groups.	<ul style="list-style-type: none"> All employees who fall into the extremely vulnerable and vulnerable category must follow latest Government guidance Staff who were previously shielding or extremely clinically vulnerable should from September be available to return to work. An assessment of the risks will be completed in these cases and medical 	<p>All individual risk assessments will be reviewed before pupils return to school.</p> <p>All staff must inform SLT if any circumstances relevant to the COVID risk assessment process change over the summer so that the latest information can be included in the risk assessment.</p> <p>January National Lockdown – all CEV children and staff are at</p>					Ongoing review to ensure practices are effective and being adhered to

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		advice sought. If the employee is unable to return to work then a doctors note must be provided. Social distancing must be followed. Pregnant women in their third trimester are advised not to be in school and offered the opportunity to work from home, however following medical advice if they wish they can return to school.	home. All individual RA's have been reviewed 2 nd reopening march 8 th – risk assessment updated, individual risk assessments reviewed. Shielding to continue until 31 st March, and CEV pupils or staff will not be attending school until shielding has been suspended					
Review curriculum provision and activities through the day	Teacher, non-teaching staff, pupils	<ul style="list-style-type: none"> Review of which lessons or activities will be delivered and identify those which can not safely be delivered e.g practical lesson such as cookery are not permitted as well as using shared IT equipment without being thoroughly sanitised between use 	<ul style="list-style-type: none"> Teaching staff to risk assess all activities they plan to deliver to ensure that social distancing is maintained, resources are not shared and appropriate hygiene is maintained Keep under review to ensure social distancing and safety continue to be achieved 	SLT/All staff	3	4	12	Ongoing review to ensure practices are effective and being adhered to

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		<ul style="list-style-type: none"> • Identify which lessons and activities can be carried out outside • Identify activities to be carried out at break and lunch times • For very frequently used resources such as pencils children and staff should only use their own items, books and games can be shared within the bubbles, however any items shared between bubbles MUST be frequently and meticulously cleaned between uses. • Outdoor play equipment must be more frequently cleaned • Both pupils and staff must minimize the items brought in from home and limit these to essential items only, books can be taken home if this is essential but must be 						

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		<p>sanitised or quarantined before being passed on</p> <ul style="list-style-type: none"> EYS specific guidance to be followed, as detailed in above check list 						
Remote Working	Staff	<ul style="list-style-type: none"> All staff identified as having to continue to work from home to complete DSE checklist Staff to work with SLT to agree work to be carried out including timescales and expectations for completion Ensure regular communication with staff working remotely 		SLT - ongoing	2	4	8	Ongoing review to ensure practices are effective and being adhered to
March Reopening 2021	Staff, Pupils, Visitors, Contractors	<p>All of our measures and actions (as detailed above) were reviewed in light of the new COVID-19 variant which is much more transmissible and then again following the announcement of the new January National Lockdown.</p> <p>All of those measures together with the new guidance Schools</p>	Review against changing guidance					Ongoing review to ensure practices are effective and being adhered to

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		<p>coronavirus (COVID-19) operational guidance have been reviewed to ensure we are compliant with the latest guidance</p> <p>SLT have met to discuss whether there are any additional measures which need to be put in place as a result of these changing circumstances. We have also reviewed our existing measures to ensure that they are as effective as they can be and where this may not be the case, to ensure that they are adjusted and/or reiterated to staff to ensure that they are consistently being followed and adhered to.</p> <p>Essential measures are in place i.e.</p> <p>Stay at home and do not come to school if you have symptoms, tested +ve (even if asymptomatic), have been</p>						

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		<p>contacted by NHS test and trace, live with someone who has symptoms and waiting for a test result or who has tested +ve or if required to do so for travel related reasons.</p> <p>Robust hand and respiratory hygiene for staff and pupils, washing hands thoroughly when coming into school after going to the toilet, before and after eating, before and after moving rooms and exercise and after administering first aid and after coughing or sneezing</p> <p>Enhanced cleaning and ventilation we have a separate cleaning regime documented which is in accordance with the cleaning requirements during the coronavirus outbreak. Windows and doors are to be kept open when it is safe to do. In cold weather upper windows should be opened instead of</p>						

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		<p>all or lower windows to ensure there isn't a draught, if doors are kept closed they need to be opened when the room isn't in use to purge the air.</p> <p>Active NHS Test and Trace engagement all staff have been asked to download the NHS APP including students in school. Details are kept of all visitors should we be contacted and we always liaise with PHE when we have a confirmed case.</p> <p>Reduction of contacts and maximise distancing between those in school wherever possible bubbles are always kept separate, staff are instructed that wherever possible they must remain 2m apart from children and other staff and MUST always remain 2m apart from all staff not in their bubble</p>						

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		<p>All of the above measures ensure that we are minimising the potential for contamination so far as is reasonably practicable. This also includes staff wearing masks in busier areas where strict social distancing is not possible. Staff are also permitted to wear face masks within the classroom if they choose to do so, all regular visitors to the school will also be required to wear facecoverings whilst in the school</p> <p>Promote and engage in asymptomatic testing, all staff and regular visitors to the school are strongly encouraged to carry out twice weekly asymptomatic lateral flow testing.</p>						

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		All of these measures have been discussed and reiterated to staff						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
15 June 2020	Sandwell HSU	Updated to incorporate clinically extremely vulnerable & vulnerable groups and latest Test & Trace programme.
7 July 2020	Sandwell HSU	Updated to incorporate links to cleaning in non-healthcare settings and the guidance for full openings of school.