

Risk Assessment for Covid-19 and Phased Reopening of School

Risk Assessment Completed By:	Katie Robins and Becky Skillings	Risk Assessment Reviewed & Accepted By:	
Risk Assessment Completed On:	7/7/2020	Review Date For Risk Assessment:	

Due to the changing circumstances of Covid-19, this risk assessment should be reviewed weekly and updated in line with any new guidance.

Risk Matrix

	Unlikely (1)	Possible(2)	Likely (3)	Highly Likely (4)
Minor (1)	1	2	3	4
Serious (2)	2	4	6	8
Major (3)	3	6	9	12
Death/Full Loss (4)	4	8	12	16

Risk Level	Actions & Timescales
1 - 2	Low risk. Proceed with the activity but consider whether risks could be further controlled or eliminated. Monitor to ensure controls are maintained
3 - 4	Medium risk. Risk reduction measures should be implemented within a defined period. Monitor to ensure measures are taken.
6 - 8	High risk. Activity cannot proceed without reducing or removing the risk. This should be prioritised.
+9	STOP. Activity cannot even be considered until risk reduction measures are implemented and the risk is reduced to an acceptable level.

This risk assessment has been written following the DFE Guidance for full opening- schools (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>) and the IFtL document Planning for September 2020 opening (<https://iftltrust.sharepoint.com/sites/iftlstrategicdocs/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fiftlstrategicdocs%2FShared%20Documents%2FSchools%20reopening%20September%202020&p=true&originalPath=aHR0cHM6Ly9pZnRsdHJ1c3Quc2hhcmVwb2ludC5jb20vOmY6L3MvaWZ0bHN0cmFOZWdpY2RvY3MvRWpOQTlCaWU0eHROc2pLOEVUelhwtdBCZzM4LWtUc0lFRmFYd0ltMTNDM2xBdz9ydGltZT0ySDZMN1hRcDJFZw>)

What are the hazards?	Who might be harmed and how?	Existing control measures (what do we already do to control the risk?)	Current risk level			Further action necessary? By whom? When?	Date completed	New risk level		
			Likelihood	Severity	Total			likelihood	Severity	Total

Virus spread by staff	All staff, children and their families	<ul style="list-style-type: none"> • Temperature testing of all staff on arrival by using infra-red thermometer • Staff aware of enhanced hygiene requirements • Risk assessment shared with all staff • INSET day dedicated to training staff in new systems, practices and routines • Sign in system to be cleaned following use by all staff 	2	2	4	<ul style="list-style-type: none"> • Situation monitored by SLT – regular SLT meetings • Ongoing measure while school is open 				
Toilet areas	All staff, children and their families	<ul style="list-style-type: none"> • Cleaning products provided in all staff toilets. Cleaning protocols include staff spraying and wiping all touch points before and after use. • Posters displayed in toilets to remind staff • Safety data sheets and instructions for use supplied to all staff so that they are aware of any risks involved in using them • Toilets to be flushed with the lid down, posters to remind • Pupil toilets to be cleaned more frequently ensuring that touch points are prioritised. • Bins located in the toilet areas to dispose of paper towels following routine cleaning • Staff allocated to clean toilets more frequently • Checklist created to monitor • Toilets to be flushed with the lid down, posters to remind • Children to be toileted BEFORE their allocated break and lunch slot • Children are not to go in and use the toilet during break and lunch • Staff to supervise the number of children in the toilet at any one time 	1	2	2	<ul style="list-style-type: none"> • Situation monitored by SLT – monitoring of the checklists, regular SLT discussions, visual checks • Ongoing measure while school is open 				
			2	2	4					

		<ul style="list-style-type: none"> If a child has an accident, clean clothes to be requested, child must be able to change themselves, clothes to be washed in school, stored for 72 hours and then sent home 								
Staff Rooms	All staff, children and their families	<ul style="list-style-type: none"> Limit of 10 people be in the staffroom. Sign to be displayed to remind staff Cleaning products provided in staff rooms and break areas. Cleaning protocols include staff spraying and wiping kettles, microwaves, fridges and handles before and after each use. Posters displayed to remind staff Safety data sheets and instructions for use supplied to all staff so that they are aware of any risks involved in using them Staff emptying dishwasher to wash hands and sanitise cupboard handles etc before handling clean items. Poster displayed to remind staff Area to remain well ventilated – windows to be open at all times 	1	2	2	<ul style="list-style-type: none"> Situation monitored by SLT – visual checks of the area Ongoing measure while school is open 				
Fruit and Veg deliveries	All staff, children and their families	<ul style="list-style-type: none"> All fruit and veg to be washed and dried before use. Adult from each group allocated to collect and wash KS2 children to wash their snack, if brought from home, before eating Posters in storage areas and classrooms to remind 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – discussions with bubble staff, SLT discussions Ongoing measure while school is open 				
General deliveries	All staff, children and their families	<ul style="list-style-type: none"> Driver to offload and leave deliveries under the shelter in the carpark Nominated school staff to move delivery to store and, where possible, leave the delivery undisturbed for 72 hours. 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – discussions with admin team, SLT discussions Ongoing measure while school is open 				

		<ul style="list-style-type: none"> • Deliveries which can be left unopened to have “Delivery date:....” written on them • Staff to follow handwashing protocol after handling deliveries. 								
Contact with pupils	All staff, children and their families	<ul style="list-style-type: none"> • Year group bubbles will have a maximum of 60 children in them • Where possible, adhere to social distancing guidelines. • Children to be met by adult at the gate. At collection point, markers to be clearly laid out so that children wait adhering to social distancing • Children to have consistent workspaces in Y2 – Y6. EYFS and Y1 children have reduced resources that are washed regularly. • All Y2 to Y6 classrooms will be set so that the tables are facing the front. Children to be sat side by side, also facing the front • No carpet time to be happening in Y2-6 • EYFS and Y1 to operate a continuous provision style of learning • Children to be in consistent, year group bubbles • Eliminate, or limit as far as possible, interaction between groups, including between staff members in different groups– achieved through staggered breaks and lunches with classes using specific zones on the playground/field • Lunchtime supervisors assigned to consistent groups to limit the numbers of adults working with the children • Breakfast club to be organised in year group bubbles, each supervised by the 	3	2	6	<ul style="list-style-type: none"> • Situation monitored by SLT – regular SLT discussions, regular contact with teachers / bubble leaders • Ongoing measure while school is open 				

		<p>same member of staff each day to limit the number of adults working with each bubble</p> <ul style="list-style-type: none">• Classes to be given routes into and out of the building which avoid as many touch points as possible and avoid other groups of children• When children have to move around the school, they will be escorted by adults at all times who can select the most direct route with least number of touch points but who can also make on the spot decisions should another group be encountered• Ensure all pupils follow handwashing / sanitising protocols – on arrival, before and after both play and lunch and before departure as a minimum as well as following using the toilet.• All teaching spaces to have access to handwashing stations with running water and soap, or hand sanitiser, and paper towels.• All teaching spaces to have access to tissues. Children to be taught to “catch it, bin it, kill it”• Bins to have bags in them and to be emptied at least twice a day• Ensure pupils are not sharing frequently used resources or stationery – individual resources to be provided in a drawstring bag, one for each child. Bags to be named• Staff to have their own resources• Where resources must be shared within a class, these will also be regularly washed and sanitised								
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		<ul style="list-style-type: none"> Where resources must be shared between year groups, these will be sanitised between uses or stored for 72 hours When supporting children, adults should sit alongside the children rather than facing them 								
Contact with Parents	All staff, children and their families	<ul style="list-style-type: none"> Where possible, adhere to social distancing guidelines. Parents not allowed onto the premises or to congregate at the gate. Parents informed of this and the rationale Parents asked to drop their children at the gate and then to leave to limit congregation and distress for the younger children Staggered start and finish times for groups of children to limit numbers of parents at school at any one time Encourage one parent only to bring children to school Children collected from and returned to the gate at the start and end of the day Gates to be manned by school staff Contact with parents to be via phone or email where possible Appointments with staff will be permitted out of school hours by prior arrangement, or during the day in exceptional circumstances (HT/SEN) Survey sent to all parents requesting up to date contact information for the children 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – SLT on gate in the morning Ongoing measure while school is open 				
Personal contamination	All staff, children and their families	<ul style="list-style-type: none"> PPE not required under normal circumstances. 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – regular discussions with 				

		<ul style="list-style-type: none"> • Children coming to school with a face covering will be asked to remove it. Parents will be asked to take them home if possible. If this is not possible, they will be placed into a bag, sealed and returned to parents at the end of the day • Standard PPE provided to cleaning staff unless a suspected or confirmed case of Covid-19 presents in which case, a further risk assessment and enhanced PPE will be required. • Parents will be informed and reminded that if they, or their family, are unwell, they must adhere to the government's self-isolation advice • Posters displayed at entrance points to convey this message • Cleaning materials provided in each room (teaching spaces, staffroom, staff toilets) • Bins to have bags in them and to be emptied at least twice a day • Medical room used for isolation purposes • Child in isolation who needs the toilet to use the disabled Y5 toilet • Signage to alert people to use of the room as an isolation area, when it is free and in use • Windows to be opened to allow ventilation • PPE to be stored in Bonsai room • Foundation equipped with PPE for intimate care purposes 				<p>staff, regular SLT meetings</p> <ul style="list-style-type: none"> • Ongoing measure while school is open 				
Waste disposal following a suspected or	All staff, children and their families	<ul style="list-style-type: none"> • Waste generated from the cleaning process is double bagged and stored 	3	2	6	<ul style="list-style-type: none"> • Situation monitored by SLT – discussions with family support 				

<p>confirmed case of Covis-19</p>		<p>for 72 hours prior to being disposed of with the general waste.</p> <ul style="list-style-type: none"> • Waste to be placed in a lidded bin in a secure location • 3 bins to be available and used on a rotation. Stored in a locked, outside room to prevent accidental handling • If disabled toilet has been used by child with a suspected case, it will be locked from the outside by staff until cleaning can occur • Toilet area cleaned and disinfected if a child has used it while unwell • Medical room cleaned • All cleaning to be done in accordance with the government guidance on cleaning in non-healthcare settings following use https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Safety data sheets and instructions for use for all cleaning materials supplied to all staff so that they are aware of any risks involved in using them 				<p>worker, regular SLT discussions</p> <ul style="list-style-type: none"> • Ongoing measure while school is open 				
<p>Mental health and wellbeing of staff</p>	<p>All staff, children and their families</p>	<ul style="list-style-type: none"> • All risk assessments and procedures shared with staff to ensure they are fully aware of procedures • Rotas and regular breaks ensure that staff have adequate time away from their class • OH and support referrals available • Zoom / phone calls with Sue Martin available • PPA safeguarded • The DfE requirement to supply home learning that mirrors the in class learning as soon as a child is not able 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Situation monitored by SLT - regular discussions with all staff, SLT discussions • Ongoing measure while school is open 				

		to attend school to be shared with staff. Staff to be given the choice whether they prepare this work at the point of planning for all other children through the use of detailed slides or whether they would prefer to put this detailed learning together when the need arises, on the understanding that it must be provided immediately								
Other risks that Chestnuts acknowledge:										
Ensuring safe and staffing numbers	All staff, children and their families	<ul style="list-style-type: none"> • Before reopening in June, one to one discussions with all staff held re individual risk in relation to own personal and family circumstances, taking into account those shielding, who are clinically vulnerable, who are high risk, including BAME, or who are living with someone in any of the above groups. • In preparation for reopening in September, the plan has been shared with all staff. Comments have been sought and personal and family circumstances have been discussed with staff where relevant • Staff who were shielding, live with someone who was shielding or who are classed as extremely vulnerable can return to school but social distancing must be maintained • Staff who were vulnerable can return to work but must keep their distance from others and follow strict hand hygiene recommendations • Individual risk assessments to be completed for all staff who were in the extremely clinically vulnerable and extremely vulnerable groups 	2	2	4	<ul style="list-style-type: none"> • Situation monitored by SLT – daily evaluation and discussion between SLT as needed • Ongoing measure while school is open 				

		<ul style="list-style-type: none"> • All pregnant staff to inform SLT immediately and to have a risk assessment completed • Staff to remain in regular contact with the Head regarding attendance and availability for work as per policy • Assessments to be made daily to ensure that staffing levels are sufficient, particularly if those who were told to shield have to do so again • Classes to be covered by HLTAs or members of SLT who will teach from the front of the class and maintain a 2m distance where possible • Possibility of re-closure if staff levels do not allow children to be in school safely 								
Contact with visitors	All visitors, staff, children and their families	<ul style="list-style-type: none"> • All staff to be aware that non-essential visitors will not be allowed on site • Where possible, meetings should take place via Teams, Zoom or phone • Any essential contractors, visitors or volunteers have school's Covid-19 practices explained by admin team and must adhere to these • Peripatetic teachers to be allowed on site. Chestnuts induction regarding Covid systems to be undertaken. Teachers to teach from the front of the class, support staff/Chestnuts teachers to be used to support the children 	1	2	4	<ul style="list-style-type: none"> • Situation monitored by SLT – discussions with admin team / site team • Ongoing measure while school is open 				
Other possible means of spreading Covid-19	All staff, children and their families	<ul style="list-style-type: none"> • All registers to be taken using SIMS • All letters sent by school continue to be sent electronically • Whole school assemblies will be delivered remotely 	2	2	4	<ul style="list-style-type: none"> • Situation monitored by SLT – SLT to be on the gate in the morning, visual evaluation during break times and 				

		<ul style="list-style-type: none">• Year group assemblies will be delivered by SLT in the hall with children spaced apart. The space will be cleaned between groups using it• Staff wash their hands after handling children's books• Staff can take children's books home but, where possible, in the moment feedback is preferred as is books remaining in school• Shared phones will be cleaned after each use• Children may bring belongings into school, such as books and bags, however these will be encouraged to be kept to a minimum• Reading books will be sent home and returned. When books are returned, they will be stored for 72 hours in classes before being returned to the shelves. These will be brought in on a Friday morning and reissued on Monday afternoon• Children will bring their own water bottle which will be kept on their table (Y1-6) or on their peg (EYFS)• All soft furnishings and soft and wooden toys to be removed from teaching spaces and stored• Trim trail to be taped off and not used by any children• All teaching spaces to be well ventilated – windows to be opened in the morning and kept open, doors to be open if door guards are present				<p>lunchtime, regular discussions with staff and SLT</p> <ul style="list-style-type: none">• Ongoing measure while school is open				
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Provision of lunches	All staff, children and their families	<ul style="list-style-type: none"> • Children to wash their hands before and after eating • Children in EYFS to eat in the dining room. All children to be seated facing the same way • Children in Year 1 to eat in the hall. All children to be seated facing the same way • Children in Year 2 will eat packed lunches in the classroom and hot dinners in the hall. The Year 2 children will all be seated facing the same way but the opposite direction to the Y1 children (back to back) • Children in Year 3-6 to eat in teaching spaces • Tables to be cleaned before and after eating • If children bring their own lunches, it must be in a solid plastic lunch box or fully disposable • Staff lunches, where possible, to be disposable • Children to be supervised, both inside and outside, by consistent members of staff to limit the number of people interacting with bubbles 	2	2	4	<ul style="list-style-type: none"> • Situation monitored by SLT – discussion with admin team and parents as necessary • Ongoing measure while school is open 				
Children requiring first aid	All staff, children and their families	<ul style="list-style-type: none"> • First aid kits to be available in all teaching areas • Disposable gloves and aprons to be available for first aid e.g. nose bleeds etc • First aid to be administered in classes as far as possible • Ice packs to be available to individual groups, labelled and sealed in specific fridges 	3	2	6	<ul style="list-style-type: none"> • Situation monitored by SLT – discussions with staff who have had to manage first aid in bubbles • Ongoing measure while school is open 				

Children with existing medical needs	All staff, children and their families	<ul style="list-style-type: none"> Children with medical needs, such as epipens, to be in a group with a trained member of staff Medicines to be stored in teaching spaces and administered by staff 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – children placed with trained staff, absence may cause this to need to be evaluated Ongoing measure while school is open 				
Children who display violent and extreme behaviours	All staff, children and their families, especially those in the provisions	<ul style="list-style-type: none"> Behaviour policy addendum written and shared with all staff, parents and children Children who are known to display these behaviours risk assessed Part-time timetable offered where appropriate in liaison with the LA Children in small group settings with familiar adults to reduce possibility of conflict 	3	2	6	<ul style="list-style-type: none"> Situation monitored by SLT – regular evaluation of behaviour incidents and the nature of these Ongoing measure while school is open 				
Evacuation in case of fire	All staff, children and their families	<ul style="list-style-type: none"> All children in all teaching spaces will exit the building using the nearest fire exit Fire escape routes will be shared with all staff as some will be working in areas they are unfamiliar with Paper registers will be generated by the office as normal Groups to be lined up on the playground – first group out to use the set of circles furthest from the school, each subsequent group to use the next available set of circles Groups to be spaced 2m from the next, using the circles marked on the ground Individuals in each group to be spaced as far apart as possible, using the whole width of the playground 	2	2	4	<ul style="list-style-type: none"> Situation monitored by SLT – following fire drill, evaluation of procedures – discussion with site team and SLT Ongoing measure while school is open 				

		<ul style="list-style-type: none"> Adults to direct the social distancing, ensuring they are adhering to this too Practice to take place within the first week 								
Travel to school	Parents, children, staff	<ul style="list-style-type: none"> Children who need to come to school by bus will be offered a free place at breakfast club so they are not travelling during the peak hours 	3	2	6	<ul style="list-style-type: none"> Situation monitored by SLT and class teachers – breakfast club registers to be monitored by admin and parents contacted where needed. Admin to feedback to SLT Ongoing measure while school is open 				
Lettings	Staff in school, children, people using the building	<ul style="list-style-type: none"> Lettings will resume Risk assessments for all lettings must be provided and approved by the school, prior to any letting recommencing All lettings must agree to clean the used spaces, including toilets if necessary, with Milton after use, prior to the letting being agreed 	3	2	6	<ul style="list-style-type: none"> Situation monitored by SLT – Business Manager to remain in contact with lettings and report back to SLT as needed Ongoing measure while school is open 				