

COVID-19 risk assessment – Partial re-opening of schools

Site / school name:	ST MARYS CE VA PRIMARY SCHOOL		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening for - Reception, Years 1 and 6 in addition to vulnerable children and children of key workers from 1 June 2020. ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Mrs J Woolley	Date of completion:	25.05.20
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	Version 1 – 25.05.20

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	Organise class groups <ul style="list-style-type: none"> Ensure maximum of 15 pupils per class. Minimising contact between groups. Ensure children and young people always stay in the same groups on each day and do not mix. Where possible ensure that the same teachers and other staff are assigned to the same groups during the day and on subsequent days. Ensure students are only in school when they need to be. 				<ul style="list-style-type: none"> Teachers to draw up groups of 15. (TP for EYFS and Y1, RC for Y6 and DW for Key Worker children) Teachers to teach children about rules and expectations from day including hand washing routines. Plans and risk assessment communicated to all staff, parents and governors. Risk assessment on website. 	Teaching Staff	By 1 st June	
		Organise classrooms and other learning spaces <ul style="list-style-type: none"> Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks. Floor markings can be used as well to define transit routes or no-go spaces in classrooms. Remove any unnecessary items including soft 				<ul style="list-style-type: none"> Floor markings and signs to be placed in appropriate areas around the school. Teachers to re-arrange classes and remove resources too difficult to clean 	HG/SR	By 29 th May	

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		<p>furnishings and other items that are hard to clean.</p> <ul style="list-style-type: none"> Allocate pupils a desk so they use the same desk if they are in on consecutive days. All spaces should be well ventilated using windows etc where possible. 							
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 				<ul style="list-style-type: none"> Teaching teams to work together to plan provision 	TP & RC with teaching staff	29 th May	
		<p>Movement around the school</p> <ul style="list-style-type: none"> Use the timetable to and selection of classrooms to reduce movement around the school as much as possible. Collective worship to be continued online. Stagger start and finish times. 				<ul style="list-style-type: none"> JW to review timetable and teachers plans with them on a daily basis to ensure minimal contact between groups. HG and JW to review systems and signage on a daily basis. Teachers to ensure all children know the 	<p>JW, RC & TP</p> <p>HG & JW</p> <p>Teachers.</p>		

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		<ul style="list-style-type: none"> ▪ Stagger break and lunch times. ▪ Use one-way systems where possible. ▪ Prioritise use of classrooms where external doors are present so entry / exit can be made from outside rather internal corridors. ▪ Use floor or wall markings to highlight social distancing. ▪ If students need to queue to get into a classroom mark out clear waiting areas with 2 metre spacing. Pupils may need to enter classrooms one at a time as directed by staff. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. ▪ Some children may need additional support with these measures e.g. the very 				<p>expectations for social distancing and hygiene.</p>			

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		<p>young or those with special educational needs.</p> <p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, dining areas and sports facilities at half capacity. ▪ If class groups need to use the space at the same time ensure the groups do not mix and do not play sports or games together. ▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. ▪ Stagger the use of staff rooms, work rooms and offices to maintain social distancing. 							
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks where possible ▪ Outdoor education can limit transmission and allow easier distancing between children and staff ▪ Outdoor equipment should not be used unless it can be ensured that appropriate 				<ul style="list-style-type: none"> ▪ Ensure lunchtime staff are aware of enhanced cleaning requirements <ul style="list-style-type: none"> ▪ Zone off areas of the field to ensure children do not mix at playtimes. ▪ Teachers to plan outside lessons as much as possible but staying in their own areas of the field and playground 	HG/JW	1 st June	
							Teachers	1 st June	

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		cleaning takes place, groups do not use it at the same time and there is cleaning in between groups using the equipment.				<ul style="list-style-type: none"> ▪ Tape off any outside equipment not to be used. 	HG & JW	29 th May	
		<p>Shared resources</p> <ul style="list-style-type: none"> ▪ Limit what shared resources are required and, particularly any that are taken home. ▪ Cleaning will be needed after each use where shared resources are used by different groups. ▪ Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them. 				<ul style="list-style-type: none"> ▪ Teachers to prepare packs of equipment for children. ▪ Cleaning equipment in each classroom to allow adults to clean. 	teachers	29 th May	
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> ▪ Encourage people to walk or cycle to school where possible ▪ Highlight government advice on safe travel to parents and carers. ▪ Stagger start and finish times to limit numbers at any one time. 				<ul style="list-style-type: none"> ▪ All information communicated to parents via email. ▪ Group specific information communicated to parents 	JW DW, TP & RC	29 th May 29 th May	

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		<ul style="list-style-type: none"> Mark drop and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups. 							
<ul style="list-style-type: none"> Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where needed paediatric first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. All first aid equipment will always be accessible. Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 				<ul style="list-style-type: none"> PPE and First Aid equipment provided in all classes. Paediatric first aider on site. Policy for managing symptomatic people agreed. All contact with symptomatic/infected people is reported to PHE. Wall mounted hand sanitizer dispensers in every classroom. 	<p>HG</p> <p>JW</p> <p>JW</p> <p>JW</p>	29 th May	

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		<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 face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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, spitting, or vomiting, then eye protection should also be worn. ▪ All incidents must be recorded as per the school's normal arrangements. 							
<ul style="list-style-type: none"> ▪ Contamination of commonly used areas, including door handles, IT equipment and equipment used 	<ul style="list-style-type: none"> ▪ Staff and other occupants may become contaminated via indirect contact with 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> ▪ Information on measures in place will be provided at reception and key entry points. 				<ul style="list-style-type: none"> ▪ Signage displayed around the school ▪ Regular staff briefings ▪ Children taught about hand cleaning and respiratory hygiene 	<p>HG</p> <p>JW Teaching staff</p>	<p>1st June</p>	

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by multiple persons.	contaminated equipment. <ul style="list-style-type: none"> ▪ Potential for spread to other family members / occupants. 	<ul style="list-style-type: none"> ▪ All staff will be briefed weekly as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. ▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the day. ▪ Alcohol based hand sanitiser should be considered for practical sessions where hand washing will be required before and after if 				<ul style="list-style-type: none"> ▪ Cleaning supplies maintained ▪ Cleaners to be briefed on expectations for cleaning. ▪ Teaching staff to routinely remind children ▪ Teaching staff to routinely wipe down resources and furniture. ▪ Cleaning staff to be given adequate time to thoroughly clean and disinfect school at the end of day. ▪ Office staff to wipe down and clean their work stations at end of each day. 	HG HG Teachers Teachers HG HG		

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		sufficient facilities are not available.							
<ul style="list-style-type: none"> Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> Staff and occupants infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	Catering provision <ul style="list-style-type: none"> Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 				<ul style="list-style-type: none"> Confirm with Caterlink Agree timings for lunch with Caterlink 	HG HG	1 st June	
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	Emergencies <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. If 				<ul style="list-style-type: none"> Fire practice in week one ensuring staff are aware of maintaining social distancing. 	HG&JW		

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		<p>you are sharing with other schools make sure any external staff are aware as well.</p> <ul style="list-style-type: none"> Other emergency procedures e.g. lockdown should be reviewed as required. 							
<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> Before school reopens: Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying 				<ul style="list-style-type: none"> Health and Safety walk of school site HG to run through with SR 	HG & JW	29 th May	
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare 				<ul style="list-style-type: none"> See policy for managing symptomatic people in school 			

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coronavirus or those who are confirmed to have coronavirus.	<ul style="list-style-type: none"> ▪ Potential for spread to other family members / persons. 	<p>setting, they must be sent home and advised to follow government guidance.</p> <ul style="list-style-type: none"> ▪ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ▪ PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the 							

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		<p>affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p>							
<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ 	<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. ▪ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. ▪ Where a child, young person, or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate 				<ul style="list-style-type: none"> ▪ See policy for managing symptomatic people in school 			

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		<p>for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</p> <ul style="list-style-type: none"> ▪ There is guidance available for special schools, specialist colleges, local authorities and any other settings managing children and young people with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 							
<ul style="list-style-type: none"> ▪ Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> ▪ Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school 	<p>Staff working remotely</p> <ul style="list-style-type: none"> ▪ E-learning courses can be carried out to supplement guidance as required. ▪ Ensure regular communication with staff working remotely. 				<ul style="list-style-type: none"> ▪ 			

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	<p>based employees.</p> <ul style="list-style-type: none"> ▪ There is a risk of musculoskeletal injuries. 								

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.