



Coronavirus (COVID-19): Risk assessment for reopening

Assessment conducted by: SMT	Covered by this assessment: staff, pupils, parents, governors, visitors and volunteers.	
Date of assessment: 29th May 2020 Date of Assessment: 23 rd July 2020 Date of Assessment: 8 th September 2020 Date of Assessment 16 th September 2020 Date of Risk Assessment 30 th October 2020 DATE OF ASSESSMENT 3rd JANUARY 2021	Review interval: Weekly Review interval: 28 th August 2020 Review interval: 23 rd September 2020 REVIEW DATE 5 th November 2020 – inc lockdown guidance	Date of next review: 5 th June 2020 Date of next review: 11 th September 2020 Date of Review: 1 st October 2020 Date of Review: 1 st December 2020 Date of Review: 9 th December 2020

Related documents
Emergency Plan , First Aid Policy, Fire Safety Risk Assessment, Health And Safety Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy, Behaviour Policy, Social Distancing Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe	H	M	Low (L)

	Causes physical injury or illness requiring first aid.			
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Social Distancing Policy Attendance Policy Health and Safety Policy First Aid Policy Behaviour Policy Safeguarding and Child Protection Policy Bereavement Policy Volunteers Policy - amended All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	Headteacher/ SBM	<p>All policies to be reviewed and signed of by FGB by 31st August 2020</p> <p>November 2020</p> <p>Staff Training to be completed by 1st September 2020</p>	L

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		<ul style="list-style-type: none"> - Actions for Education and Childcare Settings to prepare for wider opening from the 1st June 2020 - Implementing Protective measures in Education and Childcare Settings • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training, Administering Medicines, Bereavement training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. • Volunteers to read the COVID handbook and the Volunteers Policy. Will also be asked to complete the online Safeguarding Training. • All volunteers are not to come into the school building during a local or national lockdown situation. • Headteacher to keep frequent volunteers to the school up to date of the guidance and advice from the DfE and HSE • All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via Email & letter. • The SBM conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. 				

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Premises	H	<ul style="list-style-type: none"> The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The site manager identifies any signs of Unauthorised access, arson, vandalism or anti-social behaviour on the premises. The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. Due to changes in weather and the deterioration of grounds in the wetter months, the procedures for drop off to be changed to ensure pupils remain safe before school. The use of the field is to be replaced with a lining up system at the front of the school on the hard surfaced area. Site manager to ensure the area is clearly marked and cordoned off to allow for social distancing to continue within bubbles and parents. School to notify parents, carers and school staff of the new procedures through email and the schools COVID Handbook The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. Site Manager to complete full review and cut back areas of overgrowth. The site manager checks all security systems for integrity and that they are in working order. The SBM make insurers aware of the building's state of use. All key holder information is updated in accordance with the LA instructions, where required. The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. 	Y	Site Manager / Headteacher /SBM / all staff	<p>Ongoing</p> <p>However fully reievew and sign off by 31st August 2020</p> <p>November 2020</p> <p>September 2020</p>	

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		<ul style="list-style-type: none"> Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. Headteacher communicates with school community about entering the school and advised of the safest route for pupils and parents. Areas of the premises which remain closed are adequately secured and clearly identifiable. The site manager arranges for any changes to the premises to be made to account for social distancing measures. 				
Heating and ventilation	M	<ul style="list-style-type: none"> The site manager adjusts any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. Where heating has been switched off or energy supplies for heating have been isolated, the site manager switches them back on, as required. The site manger checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. natural ventilation will be used – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors will also be used assist with 			September 2020	

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		<p>creating a throughput of air, whilst remaining in line with Safeguarding. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). All doors and windows to be opened during these times. • The site manager will assist in rearranging furniture where possible to avoid direct drafts. • Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • The main door to reception will be open to provide ventilation to school offices, however the internal door shall remain closed due to safeguarding. • Site manager to ensure all external doors are opened upon his arrival to allow for ventilation before school opens. • During the months of November through to the end of the Spring Term the schools heating system will be on to allow for a comfortable working environment. 	Y	Site Manager	November 2020	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> • A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • The headteacher ensures that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Y	Headteacher / Annual Fire alarm check completed	Review with Health and Safety Consultant by 31 st August 2020	M/L

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		<ul style="list-style-type: none"> Fire Drill procedures to be completed within first week of reopening and then review for any adjustments required. Notify parents and carers that a drill will take place. 				
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 	Y	Site Manager		L
Cleaning	H	<ul style="list-style-type: none"> The SBM arranges enhanced cleaning to be undertaken where required Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. Cleaning Procedure to be reviewed and updated where appropriate and cleaning staff consulted with regarding the process. All staff to be updated with procedure and cleaning staff to sign. The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. 	Y	SBM	All to be signed off by 1 st September 2020	M

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		<ul style="list-style-type: none"> All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. COSHH risk assessments have been completed for all new products Computers/door handles and taps are cleaned regularly. Lunchtime procedures for cleaning classrooms and communal areas to be reviewed weekly and in line with COVID Guidance. All communal areas and class tables/ chairs to be cleaned at lunchtime and at the end of the school day. All doors and handles to be cleaned twice a day as a minimum Staff toilets and staff room to be regularly cleaned with use of staffroom reduced and staggered. 				
Infection control and social distancing	H	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Visual aids are used to display social distancing measures, e.g. floor tape to mark one-meter plus. Adequate amounts of soap, tissues and bins are available in the relevant areas and classrooms. Cleaning procedure has been rewritten with signature check sheets in all areas of transition and a rota of areas that need regular cleaning through out the day – i.e. toilets, corridors hall. Any phased reopening plans are in line with the relevant local and national advice. The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times, Staggered opening and 		Site Manager/ SBM		

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		<p>closure times, change in access to school via the field at the side of the car park, only external access used to come into classrooms. Exception of Year 6 group one to use Hall Door as entrance and exit.</p> <ul style="list-style-type: none"> • Photocopier is to be cleaned before and after use – this is the responsibility of all staff. Site manager to ensure cleaning fluids and wipes are available in a safe place for staff use. • Each year have a designated space for play during break and lunchtime ensuring no bubbles mix during this time and during transition periods to and from the play areas. • No pupils will be allowed to share food and drink • Tuck will be managed and administered within the class bubble with their own tuck box, which is replenished by the office before school. • Lunch orders for Baguettes and Jacket Potatoes to be collected within the class bubble and collected by the office • Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios no more than 30 pupils per bubble. • Where possible staff will remain in their class bubbles and not cross over to different bubbles. Those staff members that this is not possible for i.e. Inclusion Leader & HLTA will follow the guidance from the Government. • Office staff, Site Manager and Head Teacher to ensure minimal exposure to bubbles is maintained. Site manager to only access classrooms for maintenance should this not be possible out of the school hours and to support with cleaning during the lunch period. • Office to nominate one member to deliver messages and collect lunch orders where the telephone can not be used. • Head teacher to ensure exposure is minimised and only for essential communication where telephone or email is not appropriate. • Staff to wear a face mask or visor when collecting and dropping children to parents at the beginning and end of each day. 	Y	Headteacher / SBM		M

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		<ul style="list-style-type: none"> • Head Teacher to actively encourage parents to wear face coverings when in the car park collecting or dropping off their children and 2m distancing cannot be adhered to. • Staff visiting other classrooms during the school day (moderation or learning walks) where more than 15 minutes will be spent in the class will wear a face covering. Face coverings also to be work where 2m social distancing cannot be adhered to. • Pupils are not allowed to play contact games during break and lunch • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems, use of external access and staggered lesson times. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Assessment has taken place on the staffroom space and a rule of 5 is in place. Additional seating outside the staffroom is provided to allow staff to still have a break and allow staff to use the staffroom facilities. • Assessment of the staffroom has taken place and a timetable in place for staff to access the space over the lunch period. Access is limited to ensure no more than 3 people access the staffroom. Notification of which time slot staff has is emailed to staff. 15 minute slots commence from 11.55am until 12:40pm with time for support staff who have lunch duties to use the space under the 3 maximum rule. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	Y			

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		<ul style="list-style-type: none"> Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance are isolated and are sent home as soon as possible. 				
Community wellbeing	H	<ul style="list-style-type: none"> Pupil and parent surveys are sent out to assess how they feel about the schools opening plans and to enable staff to act on any concerns pupils and parents may have. Staff meeting is held to assess how they feel about the school reopening and enable the SMT to act on any concerns staff and volunteers may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss the government advice and measures in place to reduce risk in school. Staff and volunteers notify the headteacher and the SBM if they need to be Isolate because they: <ul style="list-style-type: none"> Have a suspected Case of Corona virus Have a confirmed case of Corona Virus Living with or being in close contact with someone with a suspected case of Corona Virus. Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place and complete a risk assessment. The SMT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, should the R rate begin to increase locally. The SMT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. 	Y	Headteacher / SMT / SBM		M

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		<ul style="list-style-type: none"> The headteacher and the Inclusion Leader identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Risk Assessment for identified SEN pupils are put in place and meetings with parents/ carers are completed before the reopening of school to discuss plans for their child. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. SBM to notify staff of Educational Support contact number. 				
Access to learning	H	<ul style="list-style-type: none"> The headteacher works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school reopens, where required. The headteacher liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. The headteacher and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. Head teacher and Curriculum leaders to ensure adequate work is in place in the event that the school needs to close or pupils need to isolate. Online learning system to be in place in the event of a bubble/ school closure. Pupils to be given a log in for the schools chosen online system. Emergency work packs with two day's worth of work to be sent home to only be used in the event of a bubble closing. 	Y	Headteacher	November 2020	L

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Safeguarding	H	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. Families choosing not to return their children from 04/1/2021 will be contacted for welfare check and EWS notified along with DfE return completed. Parents asked to follow normal absence procedures to notify school of non-attendance. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Staff and pupil bereavement is managed in line with the Bereavement Policy. All Staff to have completed online bereavement training by 1st June 2020. 	Y	DSL / SBM		M
Communication	H	<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the LA / DfE guidance The headteacher liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. Parents are informed via newsletter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Handbook is emailed to parents. Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. 	Y	Headteacher/ SBM / Admin team		L

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		<ul style="list-style-type: none"> • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues and governors. • All staff, and the Holy Cross Community are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary. • Pupils will receive relevant information regarding social distancing and handwashing from their class teacher. • The SBM communicates with suppliers regarding opening the school and reinstating or suspending the supply of any required goods. • The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. • Meetings to be conducted face to face will be risk assessed prior to the appointment with virtual meetings planned in the event they can not take place. 				
Whole School Opening	H	<ul style="list-style-type: none"> • Staggered start and finish times in place for year groups to avoid bubbles mixing. • No parents/ carers will be permitted on the school site without prior consent from the Head teacher. • Visitors to the school site to follow the Risk Assessment in place for Visitors to Holy Cross and sign the COVID Statement upon a prearranged visit • Pupils to be dropped off and collected from the field to the left of the car park, where children will line up in their class bubbles using social distancing measures of 2m waiting spaces. Teachers to collect 	Y		September 1 st 2020	

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		<p>their pupils at the designated time and enter/ exit the school using the specific gate for that year group</p> <ul style="list-style-type: none"> • School Handbook to be published and regularly updated for parents and contact details for staff and office published to the parent community • After school clubs will not commence at this time • Lunch Hall to be used by YR, YR1 and YR2 only for eating. Staggered times arranged • Pupils to remain in class bubble at one table per year group. • 1m separation between tables • Pupils to remain seated and not get up to collect food or scrape plates – lunch staff are to serve children at their tables, clear their plates and serve drinks. • Year group to be dismissed as a whole and not mix with other year groups • YR to be dismissed from the Hall to the external door • Y1 to be dismissed from the external door to the hall • YR2 are to be dismissed using the internal door straight into their classroom and then out through the external door in YR2 • Cleaning procedure for transmitted areas to be referred to by lunch staff. • Classroom tables and chairs to be cleaned during the lunch period and at the end of the day • All toilets and corridors to be cleaned during lunch periods and again at the end of the day. 	Y	SMT/ Head Teacher/ Site manager	1 st September 2020	L

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