

**COVID 19**

**RISK ASSESSMENT**

**JANUARY 2021**

**Reviewed October 2020  
Reviewed January 2021**

**Reviewed March 2021**

**Reviewed September 2021**

**Reviewed January 2021**

**Reopening discussion template – to be adapted to suit the needs of the school.**

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| Activity | Comments/Issues/Controls & Solutions |
| How many students will we be able to accommodate safely on the premises at one time? How will we come to this figure? | Directive for all year groups to return. Guidance has removed need for social distancing and mixing is allowed to resume. A cautious approach will be taken which is outlined in this document. |
| How will I ensure all Health & Safety/statutory compliance checks are up to date? | Site staff cross checked list during original risk assessment. The school has remained open and all essential works and building maintenance have been completed e.g. fire alarms and boiler testing. Regular liaison with property services – Lancaster Maloney. There are some ongoing works in school during the Autumn term and staff will be fully informed about how these are progressing. Contractors to follow school’s COVID procedures. |
| How will we manage pupils coming to school and being dropped off? – consider vulnerable/social needs transport | Traffic and congestion will be reduced - doors will be open in the morning and there will be no lining up. Pupils enter between 8.40 and 8.50. Staff will be on hand to direct and to move parents on avoiding any congregation.  Majority of families walk. Cars on site only for disabled access – SLT on gate to support this. |
| How will we get pupils onto the school site and into the premises? – consider a specific point if needed | Access through main entrance. Signage will direct as well as staff on hand to support and to move parents on and prevent congestion or social interactions. Website has been updated with this information for parents. |
| What lessons will we deliver and how (including group sizes, cohorts, desks, resources) | Delivery of lessons will return to normal. Regular reminders about good hygiene will be in place. |
| How will we manage break times? – consider areas to be used/staff available/pupils requiring additional support | Key Stages will be out at different times. Playground is split into two areas so children stay in phase groups. Key Stage leads will allocate playgrounds to be used on given days and confirm the times these breaks will be taken. |
| How will we manage lunch times – consider the above points | Each phase will stagger lunch times. Pupils will have a time slot for the dinner hall which will be cleaned in between sittings. TAs will support staffing of their own class. New lunchtime areas have been made to space pupils outdoor. |
| How will we manage pupils going home – as above, a specific point? | Gates will not open until 3.05 to prevent gatherings. Doors will be open and pupils dismissed promptly. All pupils to be dismissed at 3.15pm or 3.20pm. |
| How will I stop congregating and manage minimal movement around school – consider out of bounds areas and how this will be controlled | Each year group can access outside with minimal movement – only Year 4 need to access the hall stairs for entrance and exit. Staffing will ensure there is no congregation of parents at drop off and collection. |
| Do I need to put makings down on the floor or introduce a one-way system? | Entry will be from classrooms mainly. Further measures not currently required. |
| How will we prepare classrooms, remove items not needed and keep the area as clean as possible? | Classroom layouts to return to normal. Classrooms will continue to have enhanced cleaning with boxes provided with blue roll, spray, anti bac wipes. Hand gel will also be provided. Restock is available by request with site staff. |
| How will I support SEND pupils? | SENCOs to visit all pupils on first day. SENCOs to follow up at end of week one with phone calls to EHCP/ key children. |
| How will I ensure my cleaning regime is thorough and fit for purpose – consider who to liaise with, asking staff to raise concerns | Meet with cleaners- continued enhanced cleaning rotas.  Guidelines followed as per cleaning in non healthcare settings.  Cleaning boxes in each room desks, door handles cleaned throughout the day. |
| How will waste be removed and how frequently? | At end of day but also at midday if necessary. Double bagged and stored as per guidance. PPE used. |
| What will seating arrangements be – pupils/staff? | As rules on social distancing have relaxed, classroom layouts may return to normal. Staff to respect other staff’s wishes for distancing in staff room. Other areas such as hub available for eating lunch in a quieter environment. |
| How will I manage first aid provision? | All staff have completed first aid awareness. As well as designated first aiders on site. Kit based in classroom for minor scrapes. PPE to be worn. Call for PFA if required for more serious injury. |
| How will I manage fire evacuation/invacuation? | Fire plan updated with new classrooms and wardens. Pupils and staff rehearse in week 1. Invacuation will be talked through and classes will rehearse individually in order to limit interactions. |
| How would I deal with other emergencies – consider needs/availability | See relevant plans for invacuation. Emergency access for vehicles is unaffected. |
| What will my main barriers to social distancing be and how will I manage them? | No longer required |
| How will I liaise with and support teaching staff and others on site? | Email, Teams and zoom. Staff to be free to wear masks where they wish. |
| How will I communicate with parents? | A hybrid approach to parent meetings will be taken.  Some information meetings/workshops will be offered in person and some will take place over Zoom.  In the same way, if parents request an individual meeting with a teacher, this may take place over the phone or in-person. |
| How will I manage effective handwashing? | Pupils taught about this again. Regular handwashing. Gel to support this in every class.  Children should wash/sanitise their hands:  Coming into school  Before eating at break  Returning to the classroom after break  Before eating at lunch  Returning to the classroom after lunch  As they leave school  At any other time when hands are unclean e.g. after sneezing. |
| Am I happy we have sufficient soap or sanitiser on site? | Yes- this is under constant review, regular stock takes and back up suppliers. |
| Who and how will contractors be managed? | CA will seek authorisation from LW and AD and will supervise these. Details recorded for track and trace. Any issues to passed through G. Shipley. |
| How will visitors be managed? | Volunteering to resume in full, with registers of contact.  Stay and play sessions reintroduced in Early Years, with registers being taken and face coverings required.  Further parent visits where distancing between parents/carers and children can be maintained will resume e.g. music performances. Face coverings required. · Possibility of further parent visits with larger groups of parents/carers (where distancing between adults/children can’t necessarily be maintained) to be explored for Autumn 2 if possible e.g. Christmas Fair. |
| Name of person(s) involved in the discussion | LW, AD – wider staff consultation.  Information to be documented in a staff reference handbook given ahead of opening so staff can read again at own time and take further time to consider and know the new systems Staff consulted and proposals shared with opportunity for feedback and discussion |

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| *Bolton Council Mono RGB 300dpi for templates* | **COVID 19 School Risk Assessment** |  |

**\*If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.**

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| **Task/Activity: to implement full reopening of school provision for all pupils.** | **Date assessment completed:**  January 2021 | **Review Date:**  Half termly basis or sooner if necessary |
| **Brief Details of Task/Activity: All pupils to return to school to access full time education and provision.** | Assessment completed by: Andy Done | **Signature:**   1. **Done** |

| **1. What are the hazards?**  e.g. slip/trip hazards, electricity, manual handling, work equipment | 2.Who might be harmed and how?e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc | **3.What are you already doing to control the hazard?** | **4.What further action or additional controls are required**  (if necessary) | **5.Risk rating**  after controls | **6.Action by who** | **7.Action by when** | **8.Date comp-leted** |
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| **School reopening without due consideration and procedures put in place** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible increased risk of infection | * Access to school for pupils to continue to be 8.40am. End of day to return to 3.15/20pm for all. (communicated on website) * Identified and put in place enhanced cleaning regimes across site- cleaning or surfaces at lunch time. Details of enhanced cleaning within class packs and briefing to be given to cleaning staff. * Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. All visitors will record details which will be held to support track and trace. * Parents/Carers are instructed via calls, letter and text to monitor their child’s health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms. PCR tests should be sought. * Leaders attending virtual public health briefings and implementing recommendations and referring to key Bolton documentation such as Covid resource pack. | Acting Head of School (HT) to confirm actions have been taken and the school prepared for this phase.  Finalised risk assessment shared with stake holders.  School has purchased visors for staff in close contact when caring for an individual with Covid symptoms. | E | AD/ LW |  |  |
| **Building compliance checks not completed or the school site is not sufficiently clean to prior to opening** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection/ legal, financial and  reputational risk – not ensuring the building is safe for use | * Exec Head/ Head of School/Business Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon. * HT/Office liaise with Lancaster Maloney * HT/SLT to decide if any area/s of the school need a more intensive clean prior to opening or seek advice from DoE or other authoritative body if needed. * Daily and weekly checks logged by site staff and discussed with HoS at weekly site meeting. Weekly meeting with cleaning staff and monitoring of cleaning procedures. | Compliance checklist completed as an overview – documents have been seen  Any works undertaken will be done so with regard to the Covid risk assessment – contractors to leave details for track and trace. Face coverings to be worn by all contractors who will be briefed on school procedures. Services risk assessments obtained as necessary e.g. Aqualease. | E |  |  |  |
| **Poor communication with staff parents/governors/visitors** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible increased risk of infection  Possible damage to reputation | * Website updated with arrangements for return in September. * Welcome letter sent to parents on first day reiterating procedures and adding any updates as necessary. * This RA and controls will be discussed with staff teams via INSET and final version shared with stakeholders. * Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons (By email, Letter, website and text when appropriate) * RA reviewed regularly- any changes to be communicated through staff briefings – zoom/ skype. Any changes to parents via text and website. | Establish appropriate communication strategy for both staff, students and parents/others | E | AD/RD | 4.9.20 | **2.9.2020** |
| **Cleaning regime not sufficient for needs/numbers on site** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increased risk of infection | HT/site team together identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens by considering:   * Ensure high contact areas are cleaning regularly by class staff using PPE if they wish * PPE available for intimate care and bodily fluid cleaning and any first aid treatment * Desk cleaning materials available for all staff * EH/ HoS to communicate cleaning regime with others. * Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids. * HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with LW/AD * HT to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. * School to consider if the current disposal of any used PPE or cleaning products is adequate. * School to seek advice from cleaning team/LA or DoE as needed regarding cleaning of the premises. | Keep cleaning regime under review daily.  Review cleaning schedule and update as necessary.  PPE training provided to all staff who are required to use it. | E | LW/RD | 4.9.20 | **2.9.2020** |
| **Lack of cleaning products on site** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible increased risk of infection | * Summer stock take and preparation of stock for Sept. * Site staff to distribute cleaning products. * Staff briefing on safe storage of products. * Reminder to staff and others that soap and water are the best products to use to maintain clean hands but gel available for quick additional cleaning. * Finance manager has list of contacts for supplies to ensure that stocks are always complete. * Share guidance on cleaning non health care settings. | Stock take undertaken to ensure stock levels- updated weekly or sooner if required.  Range of suppliers in place and contacted incase sourcing from main supplier becomes an issue. | D |  |  |  |
| **Vulnerable persons brought back on site – school not following guidelines** | All persons/vulnerable persons  Possible/increase- ed risk of infection, legal, financial and reputation risk for not following Government guidelines | * Briefing for all staff and pupil re expectations in school e.g. hygiene, systems and use of face coverings for adults. * Support from HR, GPs or OH as needed. * Risk assessments, personal evacuation plans, health care plans in place for relevant individuals. * Risk assessment for pregnant workers. * Risk assessment for individuals who are clinically vulnerable. | Contact pupils/staff to notify  Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply. | E |  |  |  |
| **Persons congregating at the start and end of the day** | All persons/vulnerable persons  Possible/increased risk of infection | * SLT to patrol and manage persons congregating to drop off pupils and pick them up. * Open period of drop off to reduce traffic time and immediate exit at 3.15/20 with gates only open 10 minutes before departure. * Communications to parents to explain expectations. * Info detailed in class packs for staff to refer to also. | Class packs to detail as reference point  Texts and communication to parents  staff monitoring  Expectations reiterated in welcome letter. | E |  |  |  |
| **Lack of/poor social distancing (including specific areas)** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | ***The latest government guidance has removed the need for bubbles and social distancing however a number of measures have been put in place to ensure a cautious and safe return to normal.***  ***These are outlined in the class handbooks*** |  | D |  |  |  |
| **Lack of support for SEND children or those with other needs** | SEND/ pupils with additional needs | * SEN pupils received transition packs prior to summer break. * SENCos to check in with SEN pupils on day 1 * SENCos to check in with parents of EHCP/ key children at end of week 1 | SENCO available for support for staff.  Staff briefing on 1st day to reflect on day 1 and make any amendments to provision. | E |  |  |  |
| **Support given to staff to ensure their wellbeing also**  **dealing with conflict/concerned parents** | Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety for verbal conflict | * HT to Identify which staff who fall into vulnerable groups and offer support as per Government guidelines * HT to provide access to school Occupational Health provider if required. * Wellbeing guidance is followed.. * Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed. * Support through mindful employer and school wellbeing award for staff to access. * Current working arrangements/procedures to be reviewed initially on a weekly basis. * School to maintain communication with parents by letter, Text, phone * Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required. | Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.  No parents in school unless AD/LW has allowed.  Will call on support from local PCSO if required. | E |  |  |  |
| **Poor hygiene** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increased risk of infection | * School to follow relevant guidance relating to hygiene – Gov/PHE/NHS. * Staff and pupils reminded about good hygiene principles * Pupils reminded to wash hands throughout the day verbally by teaching staff. * The class teacher will maintain hygiene supplies in class room. * PPE provided for cleaning, changing and first aid. * Pupils taught, catch it bin it kill it and effective handwashing – bins emptied and double bagged at lunch and end of day. * Pupils induction to include are encouraged to use E-bug resources on <https://campaignresources.phe.gov.uk/schools> - an interactive site on how to stop germs spreading. * Good stocks of hand gel. This is located in all classrooms and also entrances to the school building. | PPE disposed of straight into black bin liner – double bagged.  SLT must be notified and record PPE use.  Regular checks on and re stock of supplies in classes and washrooms. | E |  |  |  |
| **Maintaining social distancing guidelines – EYFS/Pupils with EHCP’s** | Staff, EYFS/Vulnerable pupils –  Possible/increased risk of infection | * Regular review of Government guidance and to develop any additional procedures (in addition to the others in the assessment) within this area and add to this risk assessment. * Procedures communicated to staff and parents by letter, phone calls * Pupils have individual risk assessments, health care plans PEEPs as required. * Canopy replacement in EYFS allows all day outside use giving limits on the number of pupils inside the classroom. * PPE worn for intimate care- staff training has been given. | Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.  School has purchased visors for staff in close contact when caring for an individual with Covid symptoms. | E |  |  |  |
| **Poor visitor management** | Staff/visitors/ pupils  Possible/increased risk of infection | * All visitors to be approved by LW/AD only * All visitors met by office, advised to sanitise hands and procedures for social distancing communicated. * Parents not permitted in school- phone appointments and dojo for regular confirmation. * Risk assessment shared with visitors along with enhanced visitor information. * Information will be collected and stored for track and trace and visitor information will detail the requirement for engagement with the system. | Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply. | E |  |  |  |
| **Staff/Pupils displaying symptoms of coronavirus during school hours** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | LW/AD will be notified immediately.  Staff or pupils displaying symptoms of Coronavirus will be sent home.   * Parents/Carers will be contacted to arrange for their child to be collected – * If a child is awaiting collection, they will be moved to EHT room where they can be isolated behind a closed door with appropriate adult supervision (PPE) and a window will be opened for ventilation. Appropriate PPE will be worn if the child needs direct/personal care- training given to staff. * Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds. * The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately. * Schools will ensure that staff members and parents/carers understand that they will need to be ready to:   + [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or their child are displaying symptoms.   + provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace * In addition, school communication to ensure parents and staff know latest guidance on self isolation. Refer to class handbook. | If concerns, AD has thermometer to check temperature.  Letter for parents with info as reference point.  Bolton guidance to be followed re face coverings – staff to be trained in effective and safe use of coverings e.g. how to safely apply.  School has purchased visors for staff in close contact when caring for an individual with Covid symptoms.  Check extranet for updated documents eg resource pack. Attend public health briefing.  Grab pack ready of contacts in the case of confirmed case in school. | D |  |  |  |

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| **Coronavirus spreading/being transmitted in school** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | * All government guidance and advice followed in terms of cleaning. Attendance at public health briefings and documents on extranet also used as reference. * Enhanced cleaning rota continues to be in place and reviewed. In the event of a confirmed or suspected case- further deep clean to be carried out. Following guidance with regards to cleaning materials and PPE. * Government advice will be followed with regards to cleaning the area where a suspected case has been verified. * Executive Head teacher/Local Authority/Public Health will be told about a confirmed case- Bolton resource pack followed. * Lateral flows continue to be available for staff and families | Cleaning team/site manager to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored.  Stock take weekly. Plan B supplier has been contacted.  NB to ensure supply of PPE is available/to monitor supplies. | D |  |  |  |
| **Unable to prepare/service school meals and snacks** | All pupils on site | If staffing is limited, short term provision to replace some hot meals with packed lunches.  Bolton Council will supply agency staff if needed. In the event of no meals- chn to bring own lunch. | Office to liaise with Catering | E |  |  |  |
| **Inadequate first aid and fire warden provision (including for those with additional requirements)** | School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP | * HT/SLT to review current first aid procedures/fire evacuation procedures, taking in account possible reduced staff numbers – updated plan. * EYFS/KS1 – HoS will ensure an appropriate number of Paediatric first aiders /Emergency PFAs are available. All Staff have had first aid awareness training in order to deal with minor bumps and scrapes. * HT to ensure additional first aiders/fire wardens, if required, are nominated and receive the appropriate support and information to undertake this responsibility. Reviewed and updated as necessary. * Consideration given to students who may need medication and how this will be provided. Individual details in health care plans. * Advice/guidance/training obtained from the Health, Safety and Wellbeing Team with regards to managing fire safety. * New PEEPS and PEIP to be completed as needed and communicated with nominated person/buddy- SENCO * All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. – separate recording books to minimise cross contamination. | AD to ensure enough first aiders in school.  Fire and evacuation plans updated and shared on staff INSET.  PEEPS, individual risk assessments updated for pupil return. | E |  |  |  |

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| **CATEGORIES OF LIKELIHOOD** | |
| **Highly Likely** | Expected to happen/reoccur, possibly frequently. |
| **Possible** | Might happen/reoccur at some time depends on circumstances. |
| **Unlikely** | Not expected to happen/reoccur but possible in certain circumstances. |
| **Very Unlikely** | Would only occur in very exceptional circumstances. |

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| **CATEGORIES OF CONSEQUENCE SEVERITY** | |
| **Catastrophic** | Incident could result in one or more fatalities. |
| **Major** | Major injury resulting in incapacity, hospitalisation >24 hours. |
| **Significant** | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| **Minor** | Small cut, bruise, abrasion, basic first aid treatment provided. |
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| **Negligible** | Some discomfort, self-help. No treatment required. |

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| **RISK CLASSIFICATIONS** | |
| **A** | **Unacceptable risk,** requires immediate attention. Work should not be started or continued until the level of risk has been reduced. |
| **B** | **High risk,** requires immediate attention. Control measures must be identified and put into place as soon as possible. |
| **C** | **Medium risk,** requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| **D** | **Low risks,** confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further. |
| **E** | **Trivial risk,** no further action required but review at regular intervals to ensure controls remain effective. |

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| **RISK RATING** | | | | |
|  | **Highly Likely** | **Possible** | **Unlikely** | **Very Unlikely** |
| **Catastrophic** | **A** | **A** | **B** | **E** |
| **Major** | **A** | **B** | **C** | **E** |
| **Significant** | **B** | **C** | **D** | **E** |
| **Minor** | **C** | **D** | **E** | **E** |
| **Negligible** | **E** | **E** | **E** | **E** |