

# School reopening: risk assessment

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current government guidance</a>. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <a href="#">current government guidance</a>.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up. KS1 pupils with symptoms will be isolated in the white room until collection, KS2 pupils will be isolated in the activity area.</p> <p>999 will be called if they are seriously ill</p>	<p><b>Pupils or staff that have travelled abroad:</b> you need to point them to the <a href="#">current government guidance on quarantine</a> and they must not come into school.</p> <p><b>Contact with a symptomatic pupil or pupil who has a positive test at school:</b></p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p><b>Rapid testing programme:</b></p> <p>If you're a <b>primary school, school-based nursery or maintained nursery school</b> participating in the government's rapid testing programme, there are no changes to the arrangements. Staff will still be offered 2 lateral flow tests per</p>	<p>DB and KM</p>	<p>Already in place</p>	<p>KS2 pupils isolating in the activity area must sit at the back of the room, by the sink, in order to keep away from the area used as a corridor.</p> <p>KS1 pupils isolating in the activity area will require the coat pegs to be moved into the hall and the Reception exit/entrance used instead of the white room.</p>

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	<p>or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• A window will be opened in the room to allow for fresh air ventilation</li> <li>• If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly,</p>	<p>week, for use at home.</p> <p><b>Dealing with a coronavirus outbreak (all schools):</b></p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within <b>14 days</b> (previously 10 days).</p>			

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	<p>following <a href="#">decontamination guidance</a>.</p> <p><b>Rapid testing programme:</b>  We will provide staff with a privacy notice so they can consent to testing.  Staff will be offered 2 lateral flow tests per week, for use at home.  We will ask them to carefully read the government's guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.  We won't need to see evidence of a negative test result in order to allow staff to attend school.  Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> <li>• To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere)</li> <li>• That they, and members of their household, should self-isolate in line with the latest government guidance</li> <li>• That they should report their lateral flow test result, either via the <a href="#">test reporting website</a> or by calling 119</li> </ul> <p>As soon as we hear that a staff member</p>				

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	<p>has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in</p>				

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	<p>sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> <li>• Face-to-face contact, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation within 1 metre</li> </ul> </li> <li>• Being within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• Sexual contact</li> <li>• Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> </ul>				

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	<ul style="list-style-type: none"> <li>Travelling in a small vehicle or a plane</li> </ul>				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>Their allocated drop off and collection times</li> <li>The protocols for minimising adult to adult contact are one way systems in and out of school, staggered pick up and drop off times, mask wearing by all adults during pick up and drop off</li> <li>That only one parent/carer should attend</li> <li>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social</p>	<p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas)</li> </ul>	<p>DB and KM</p>	<p>Already in place.</p>	<p>As staff members have been wearing masks during the national lockdown, the wearing of masks whilst teaching will now be optional. However masks <b>MUST</b> be worn when social distancing from another adult cannot be maintained.</p>

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	<p>distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>				
Spreading infection due to touch, sneezes and	Handwashing facilities will be provided. Sanitising stations have been set up at		DB and KM	Already in place	

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coughs	<p>the Reception and KS2 entrances.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running</p>				

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	<p>out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> <li>• Fingerprint scanners</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will</p>		<p>DB and KM</p>	<p>Already in place.</p>	<p>Teaching staff, rather than cleaners, will be responsible for cleaning of resources and equipment, such as books, games and classroom resources, hard toys, sports equipment etc.</p> <p>An agreed rota for cleaners allows frequently used areas of the school to be cleaned daily and less used areas weekly.</p> <p>Outdoor play equipment will be used on a rota basis. KS1 first week, KS2 second and so on.</p>

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	<p>not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used</p>				

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	<p>equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
Spreading infection due to excessive contact and	Pupils will be kept in two bubbles (KS1 and KS2). Each bubble will have its own part of the school and will not need to	<ul style="list-style-type: none"> <li>• <b>Pupil groups</b> – the same principles apply but there's more detail on what you should consider to help</li> </ul>	DB and KM	Already in place.	Pupils will not be seated in rows facing the front, but remain in their group tables to

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<p>mixing between pupils and staff in lessons</p>	<p>share resources or spaces.</p> <p>The large number of pupils in classrooms means that social distancing is not possible, however pupils will be reminded about avoiding touch where possible.</p> <p>We will keep pupils in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to.</p> <p>Singing will take place outside where possible.</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the</p>	<p>you decide on your group sizes</p> <ul style="list-style-type: none"> <li>• <b>Music, dance and drama</b> – you still shouldn't host any performances with an audience</li> <li>• <b>Team sports</b> - if you're considering offering team sports, you should only consider those sports whose national bodies have developed guidance, such as sports on the list available <a href="#">here</a>. You shouldn't compete with other schools until wider grassroots sport for under 18s is allowed</li> </ul>			<p>allow for continued and essential collaborative work.</p> <p>Drama work will continue as this is an essential part of the way we learn through Mantle of the Expert work.</p> <p>Parents have been made aware of this and given the opportunity to raise concerns, however there have been no negative responses.</p>

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	<p>same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible. Due to lack of space, indoor sports will not be permitted.</p> <p>For team sports, we will follow the <a href="#">government guidance on team sport</a>. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also</p>				

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	<p>participate in the school's rapid testing programme, as outlined for other staff/pupils above.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other</p>	<ul style="list-style-type: none"> <li>• <b>Face coverings</b> – as explained above: <ul style="list-style-type: none"> <li>○ In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas)</li> </ul> </li> <li>• <b>Breakfast and after-school clubs</b> – you should work to resume your before and after-school educational activities and wraparound care for pupils, where this provision is necessary to: <ul style="list-style-type: none"> <li>○ Support parents to work</li> <li>○ Allow parents to attend education or a support group, or access medical care</li> <li>○ Support pupils' wider education and training</li> </ul> </li> </ul>	<p>DB and KM</p>	<p>Already in place.</p>	<p>Bubbles will not need to share rooms.</p>

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	<p>settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. Bubbles do not share corridors.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Each class has its own toilet, and pupils will be told to go one at a time.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours</p>	<ul style="list-style-type: none"> <li>○ Provide support for vulnerable pupils</li> <li>● <b>Educational visits</b> – these should not take place</li> </ul>			

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	<p>wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p>				
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be</p>		DB and KM	Already in place	

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	<p>maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level to reduce draughts</li> <li>• Providing flexibility to allow additional, suitable indoor clothing</li> <li>• Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>• Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in	Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and mixing in		DB and KM	Already in place	

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meetings	governors.  Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.				
Individuals vulnerable to serious infection coming into school	<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> <li>o Where possible, maintaining 2 metre distance from others</li> <li>o Avoiding close face-to-face contact and minimising time spent within 1 metre of others</li> </ul> <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's</p>	<ul style="list-style-type: none"> <li>• <b>Clinically extremely vulnerable staff</b> – staff who are shielding should continue to stay at home, even if they've received the vaccine</li> <li>• <b>Clinically vulnerable staff</b> – can come into school if they can't work from home. If in school, they <b>must</b> follow the protective measures you have in place</li> <li>• <b>Staff who may be otherwise at increased risk of coronavirus</b> – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete <a href="#">individual risk assessments</a> to help with this)</li> </ul> <p>For other staff, there have been no</p>	DB and KM	Already in place	

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	<p>clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the <a href="#">government guidance for pregnant employees</a>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>	<p>changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the <a href="#">government guidance for pregnant employees</a>.</p>			