

Coronavirus (COVID-19) Re-Opening Risk Assessment	<u>ST GEORGE'S PRIMARY SCHOOL</u>	Ref No	C19/001
		Date	08/01/2021

Task Description	Re-Opening full school	Location	All Areas	Date of Review	Daily/Weekly As Required
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Assessor	Print Name: : Janine Gleeson	Head Teacher	Print Name: Janine Gleeson	Equipment or Plant No.	N/A
	Signed: : <i>Janine Gleeson</i>		Signed: <i>Janine Gleeson</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
1. Spring Term 2021 – Wider Opening Whole School	As part of the Governments road map out of lockdown it was announced on the 22 nd February, that all schools will reopen from the 8 th March 2021.	3	4	M	See Organisational plan for specific group arrangements.	2	4	M
2. Travel/School transport	School to assess the availability of transport including transport for pupils with special needs. Check with transport providers what arrangements are in place to ensure social distancing can be achieved. Individuals arriving at the school with face shields will either need to dispose of them in bins, or store them securely in a plastic bag whilst one site.	3	4	M		3	4	M
3. Before/After School Entry/Exit	We will seek parental permissions for Yr. 6 children, to enable as many as possible to walk	2	4	M	Supervision will be in place to make sure groups do not mix.	2	4	M

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Procedures.	<p>to and from school independently (to avoid playground grouping). Accompanying child/children, where required, to be limited to one parent/carer</p> <p>There will be a one-way system for the school. To further avoid congestion, 30 minutes will be allocated to the morning arrival (8.45 – 9.15) and another 30 for the afternoon departure (3.10 - 3.40). Each Year Group will have a set time within these periods. External classroom doors will be used for entry and exit where possible.</p>				<p>School access available so siblings can head straight to classrooms if they arrive early.</p> <p>Communications in place to encourage parents/carers to wear face coverings whilst dropping off or picking up children.</p>			
4. Visitors to premises: Including Contractors and parents	<p>All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site, where possible.</p> <p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>A visitor's risk assessment is in place and is communicated with visitors prior to attending school.</p>	2	4	M	<p>All visitors should wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in All general communal areas (and where a 2 metre distance cannot be achieved).</p> <p>Wearing face masks is now recommended for all staff in corridors and general communal areas which includes offices,</p>	1	4	L

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					<p>staffrooms and catering areas (where a 2 metre distance cannot be achieved).</p> <p>A face visor has been issued to all staff and can be used in conjunction with the recommended face mask (where a 2 metre distance cannot be achieved).</p> <p>Note: Face coverings including scarves and snoods are not appropriate.</p>				
5. Handwashing	<p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <p>Where need identified, alcohol gel be made available to staff and pupils.</p>		2	4	M	See Organisational plan for specific group	2	4	M

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	<p>Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members. Staff follow the guidance provided. Staff and pupils are directed to wash their hands before and at the end of the school day, before and after eating and following coughing and sneezing and where additional need identified.</p> <p>Handwashing posters located in pupil and staff toilet areas and in the classroom areas. Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff. Gloves will be available for members of staff who have any cuts or abrasions on their hands.</p>							
6. Lunchtimes/Playtimes	The staggered 30-minute lunchtimes in line with organisational plan.	2	4	M	See Organisational plan for specific group arrangements	2	4	M

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	<p>Lunch to be delivered to each classroom for any classroom required to each in their base rooms Each 'bubble group' will have an allocated area on the yards. If numbers increase the times will be adjusted to allow for additional groups to access the outside space.</p> <p>Dining room to be used to eat hot meals for at least 3 groups. Up to 8 people to be based on hexagonal tables.</p>							
7. Breakfast Club – For Key Worker children only	MAGIK – external contract	3	4	M	<p>COVID-19 Risk Assessment requested.</p> <p>Only children due to attend the school to attend.</p> <p>Risk assessment updated with plans for pre and post school activities.</p> <p>Arrangements in place to make sure bubbles are consistent and kept as small as possible.</p>	2	4	M

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8. Extra-curricular Activities and Lettings	<p>All extra-curricular activities, other than essential wraparound care have been suspended.</p> <p>All lettings other than essential wraparound care have been suspended.</p>	1	4	L	<p>From the 8th March 2021 all before and after-school educational activities can resume in consultation with the SLT.</p> <p>All lettings other than essential wraparound care have been suspended. This will be reviewed after the Easter break.</p>	2	4	M
9. Classrooms	<p>Children will sit at tables, well-spaced apart. All children will sit side by side facing the main teaching space in rows, 2 at a table.</p> <p>To prevent infection spread on handles and for air flow, where possible, external classroom doors and windows should be kept open; (internal classroom doors will be kept open if it is deemed safe to do so – with regard to safeguarding concerns).</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Lidded bins will be provided in all classrooms for disposal of tissues and any other waste to be placed in normal bins..</p>	2	4	M	<p>See Organisational plan for specific group arrangements</p> <p>Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible.</p> <p>Sufficient space allowed at the front of classrooms for individuals to work within the classroom for periods without becoming part of the group/bubble.</p> <p>Agreement will need to be</p>	2	4	M

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	<p>See Organisational plan for specific group arrangements Sufficient space allowed at the front of classrooms for individuals to work within the classroom for periods without becoming part of the group/bubble.</p> <p>Face visors available for all staff on demand so they can be used in classrooms or when providing 1-2-1 support, however where ever possible face coverings will be prioritised over face visors.</p> <p>When the weather is cold, windows rather than doors should be used for ventilation and rooms which are excessively cold should be reported to a member of the Senior Leadership team so increased heating can be considered.</p>				<p>gained from a member of the SLT before any staff member will be asked to support multiple bubbles and this will be tracked.</p> <p>If required children/staff may wear additional clothing to keep warm. Face visors available for all staff on demand so they can be used in classrooms or when providing 1-2-1 support, however face covering will be prioritised for adults.</p>			
10. Resources/Pupil Supplies	<p>Each group to be allocated specific playground areas Individual children's equipment will be minimal and kept where possible at their table.</p>	2	4	M	Limited resources brought in from home. Children to be encouraged to wear PE kit on days where it is scheduled, including footwear.	2	4	M

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	<p>Personal resources supplied to children to avoid sharing of stationery.</p> <p>All equipment to be shared in groups to be cleaned regularly. Equipment shared outside of groups needs enhanced cleaning.</p>				<p>Further kits built up of outdoor play equipment so each group has their own box of resources.</p> <p>When marking is required time in close contact with pupils should be limited and a face covering should be used. Marking when possible should be completed away from pupils and hands must be washed or sanitised before/after and when appropriate during marking pupils books. (Sanitiser should be available in all classrooms so teaching staff have easy access)</p>			
11. Facilities and Premises	<p>See re-opening checklist.</p> <p>The re-opening checklist will be completed by the Head Teacher/Caretaker prior to re-opening and a completed version attached to the risk</p>	1	4	L	<p>Keeping abreast of any local authority guidance and instructions on an ongoing basis.</p>	1	4	L

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	assessment for reference. See re-opening checklist.							
12. Cleaning	See cleaning schedule.	2	4	M	See cleaning schedule.	2	4	M
13. First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be available in each classroom. Where possible, teachers should provide minor first aid to any child who requires it. Protective equipment, such as gloves and a mask, should be worn when first aid is administered and contact is required and social distancing is reduced.</p> <p>Serious injuries or assistance will be dealt with by a First Aiders</p> <p>Staff/children showing signs of Covid-19 will be isolated until they go home. Isolation area to be the Internal Courtyard (weather permitting – otherwise the Foyer).</p> <p>First Aid trained/responsible person/s in place. Disposable gloves, masks and aprons available.</p>	2	4	M	<p>Personal protective equipment must be worn when administering first aid.</p> <p>See PPE Matrix.</p>	2	4	M
14. Contact due to personal / intimate care	<p>Staff must wear the normal personal protective equipment they need for giving intimate/ personal care.</p> <p>PPE Is in place and staff will be given</p>	2	4	M		2	4	M

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	<p>instructions on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p> <p>Physiotherapy sessions to be limited to 15 mins with time allowed for support staff to wash hands or sanitise before and after.</p>							
15. Contamination of outdoor play equipment	External fixed play equipment not to be used with the exception of the mud kitchen in the Nursery playground which will be used by one bubble on a weekly rota then deep cleaned prior to the next bubble using it.	2	4	M	<p>See Organisational plan for specific group arrangements</p> <p>Each group is to be allocated specific playground areas.</p>	1	4	L
16. Early Years & Primary aged children – lack of understanding	Early Years & Primary aged children cannot be expected to remain 1+ metres apart from staff and other children at all times.	3	4	M	<p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.</p> <p>Robust cleaning routines in place.</p> <p>Staff to have a change of clothing with them.</p>	2	4	M

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					Visors and or face masks may be worn if necessary e.g. close support, hand over to parents. Outdoor learning when possible.			
17. Emergency Procedures	<p><u>Fire</u> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible. Staff were taken through the fire evacuation procedures during December. Where possible, everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>	3	4	M	<p>A fire drill was completed in December.</p> <p>The school's caretaker ensures that that weekly testing of the fire alarm is carried out to ensure legal requirements are met.</p> <p>Fire drill to take place, prior to Easter once all pupils have returned to school. Staff to be briefed in advance to allow for social distancing.</p> <p>A list of fire wardens is displayed in the main school office.</p>	2	4	M
18. Handling Cash	<p>No cash to be handled in school</p> <p>Parents and carers to use online payment system.</p>	1	4	L		1	4	L

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19. Staff Room/Community room/Offices	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in designated bin or rubbish bag.</p> <p>Staff to use their own mug which they will need to wash and put away after use. Disposable cups will also be made available to staff. Staff to provide their own tea, coffee and sugar. School will provide milk.</p> <p>All staff will be responsible for ensuring all their crockery and cutlery is cleaned and put away. Disposable plates and cutlery will also be made available to staff.</p> <p>Staff to be encouraged to remain on site during lunch and breaks. If staff do decide to go off site they are advised to maintain social distancing.</p>	2	4	M	<p>Maximum occupancy to be identified on the door.</p> <p>Restrict the number of people using staff room to 12 at any one time.</p> <p>Only 3 in the kitchen area at any one time.</p> <p>Cleaning in place to make sure the IT suite is clean before a new group can use it.</p> <p>Use the Library and outside area as a temporary staff room if needed.</p> <p>All staff to wear face coverings in communal areas. Face coverings can be taken off once people are sitting, drinking or eating.</p> <p>Supplies in place in staff room so regular touch points can be cleaned by each user throughout the day.</p>	2	4	M
20. Deliveries	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Decide on a location as a set drop-off point</p>	1	4	L		1	4	L

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	agreed in advance. Delivery drivers to sign for all deliveries. No member of staff is to sign.							
21. Ventilation	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf	2	4	M	All the schools mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations. All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.	1	4	L
22. Shielding Staff (Medical complications relating to pre-existing medical condition / Medical complications relating to medical treatment/living with people who are shielding)	The school has 1 member of staff who is currently Shielding. Communication with staff shielding is maintained and shielding arrangements to be reviewed in line with Government Guidance.	3	5	M	Review All vulnerable person risk assessments to be reviewed in line with new organisational arrangements. From the 5 January 2021 to the 31st March 2021 staff who are CEV and have received an	2	5	M

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					official shielding notification letter will be advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.			
23. Clinically Vulnerable Staff (Including pregnancy)	The school has 2 members of staff who are clinically vulnerable. Communication with staff is maintained and arrangements to be reviewed in line with Government Guidance.	3	4	M	Review Individual risk assessments in place. Reviews to take place as and when required. Pregnant members of staff 28 + weeks will be advised to work from home, where possible. If a member of staff wants to continue to attend school for their own mental wellbeing the school will support this and additional controls will be put in place via the pregnancy risk assessment process.	2	4	M
24. Vulnerable Staff (Current Medical issues giving rise to	The school has some members of staff who are have identified themselves as vulnerable.	3	4	M	Individual risk assessments in place. Reviews to take place as and when required.	2	4	M

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increased risk of catching Coronavirus or increased risks associated with symptoms)					Monitor			
25. Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	General precautions as advised by the Government strictly observed: Regular LFD Testing in place (twice a week) to identify asymptomatic staff members and to give an early warning of infection. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Try not to touch your eyes, nose or mouth if your hands are not clean Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.	2	4	M	Monitor	2	4	M

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Risk Assessment Notes:

If there is a suspected outbreak in a school, each of the reviews should be considered in case individuals high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- All adults to wear face coverings when in communal areas.
- Staff (and all other adults on site) must wear face masks in communal areas, stick to capacity limits on rooms and restrict unnecessary movement around school to reduce the risk of the virus spreading.
- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- Hair should be tied back where possible to reduce the risk of touching you face.
- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states: "It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures."

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

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Risk Assessment Matrix (Probability and Likelihood Scales)									
Severity Rating	Description	Likelihood Rating							
		1	2	3	4	5	6		
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent		
1	Delay only								
2	Minor injury, minor damage							LOW	
3	Lost time injury, illness, major damage							MEDIUM	
4	Major injury, disabling illness, major damage							HIGH	
5	Single fatality, or permanent total disability							HIGH	
6	Multiple fatalities							HIGH	

