

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.



<b>RISK ASSESSMENT FOR:</b> <b>School activities during COVID 19 outbreak.</b> During this evolving situation please monitor and follow government guidance given in the web links provided		
<b>Establishment:</b> Reed First School	<b>Assessment by:</b> Vicky Wittich	<b>Date:</b> 14.05.2020
<b>Risk assessment number/ref:</b> <b>Phased reopening</b>	<b>Assessment by:</b> Vicky Wittich Kelly Liebenburg CoG	<b>Date:</b> 14.05.2020


What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<b>Individual risk factors</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school.	Advise sought from GP Gov. shielding letters saved on file.	VW		✓
		Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. Staff / children who live in a household with someone who is extremely clinically vulnerable should be supported to work / learn at home.	Work with families and support services to ensure welfare and needs of pupils / staff are met.	VW		✓
		Existing individual Health care plans in place for pupils/students and to be reviewed.	Liaise with professionals listed on EHCP and families.	VW		✓
		Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.				✓
		<b>Staff</b> Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain 2m social distancing. Consider if these staff are able to work from home (supporting remote education etc.)  Any existing individual risk assessments to be reviewed. See <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>	Meetings with individuals where necessary and agree plan together.	VW	June 2020	



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<b>Suspected case whilst working on site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>If a person displays symptoms of coronavirus : high temperature (37.8 or more) or a new continuous cough, they should: -</p> <p>Ensure Head is notified. Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</a></p> <p>School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. All staff aware of protocol for sick pupils.</p> <p>Symptomatic staff should be excluded for 7 days from when symptoms started</p> <p>Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><b>Testing</b> As part of national programme for essential workers school staff with symptoms should book a test confirming the results to the school.</p>	<p>Remind all staff of isolation area in school</p> <p>Kit in isolation area</p> <p>Continue to reiterate in Covid-19 communications</p> <p>Any further updates around testing to be passed on to all staff.</p>	<p>All staff</p> <p>VW</p> <p>VW reiterated by all staff</p> <p>DH monitored by VW</p> <p>VW, TS</p> <p>VW, TS</p> <p>VW</p>	<p>Ongoing</p> <p>May 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p>

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<b>General Transmission of COVID-19</b>  <b>Maintenance of social distancing; Effective hygiene protocols</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable.	Plan room use to ensure pupils and staff are able to socially distance as much as possible.	VW	May 2020	✓
		Phased return from June 1 <sup>st</sup> Identify likely numbers of pupils returning and staff resource. Pupils/ students split into small, consistent groups and kept in that same group throughout the day with the same staff assigned to that group	Plan with teaching staff, consult all staff, communicate and share with parents.	VW		✓
		Reduction in contact situations. No assemblies, events / school fairs, school trips etc. (consider potential for leavers assembly to be held externally with adequate spacing, virtual assembly etc.)		VW		✓
		Extra-curricular clubs determine if these are essential and ensure delivery in line with social distancing requirements.	School day to be 8.45 – 3.15pm	VW		✓
		Hiring and lettings suspended or risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.	Suspended – review July 2020	VW		✓
		Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.	Wrap around care not enabling guidelines on distancing in school to be adhered to with mixed staff and pupils. Review in July 2020	VW		✓
		Breaks to be staggered.		VW		✓
		Welfare facilities are provided which contain suitable levels of soap and paper towels.		DH		
		Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.		DH		
		All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.		All staff		
Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.		DH				
Tissues will be provided for classrooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.		All staff				

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		<p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p>	<p>Install wall mounted hand towel dispensers in staffroom, Infant Class and Junior class to replace barrel dispensers which have potential to be handled too much.</p>	<p>DH</p> <p>DH</p> <p>All staff</p>	<p>June 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p>
<b>Access to &amp; egress from site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.</p> <p>Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>Consider one-way traffic through external doors to avoid face to face passing.</p> <p><b>Visitors</b> Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene.</p> <p><b>Staff</b> On arrival all staff are also required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>Allocate times once pupils attending confirmed.</p> <p>Stagger drop off and pick up times. Use entrance and exit gates which will be clearly signposted. Staff on both gates directing and reminding about social distancing. 2m reminders verbally and visually.</p> <p>Expectations communicated in letter to parents 14.05.20</p>	<p>VW</p> <p>VW</p> <p>VW</p> <p>VW, DH, TS, CL</p> <p>All staff</p>	<p>May 2020</p> <p>June 2020</p> <p>May 2020</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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<b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).  <b>Activities and resources</b> Re-plan lessons / activities to avoid shared resources. Limit practical work across the curriculum. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.  All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines. Schools wipe down after use.  Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.	All staff required to wear gloves when handling common surfaces. Wipe with sanitizer after each use.  Signs to remind staff in shared areas.  Pupil trays with resources per pupil to avoid contact from others. Focus on verbal feedback. Teachers take notes, assess on own plans (electronic if possible)	All staff  VW  Teaching staff	Ongoing  May 2020  Ongoing	  ✓  
<b>Proximity of students/ staff</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Limit the number of persons in each room/area to follow social distancing guidance.  Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. <b>Maximum of 15 pupils</b> but this group size this would only be possible in larger rooms. (DfE advice states primary aged children cannot be expected to remain 2 m apart.).  Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably  Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.  Re-plan lessons / activities to avoid shared resources.  Consider opportunities for outdoor learning to assist in social distancing.	Group pupils attending to remain in designated room depending on numbers. Encourage outdoor learning. Zone outdoor space for each group. Attempt to maintain staff with same group of pupils.  Teachers to arrange rooms to accommodate pupils returning.	VW  All staff  All staff	Ongoing  May 2020  May 2020	  ✓  ✓

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		<p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p><b>Meetings / 1-2-1's / training</b> Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p><b>Corridors</b> Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>Toilets</b> Restrict the number of people using toilet facilities at any one time.</p> <p><b>Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Limit numbers zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>Agree continued working from home when possible by office staff.</p> <p>Staff to use staffroom one at a time to prepare food / drink wearing gloves. Consume outside or in classroom. Clean common surface and equipment after use.</p> <p>All pupil groups will remain in allocated room using external doors to enter and exit to zoned outdoor space.</p> <p>Pupils only use toilets in allocated room and use monitored by teacher.</p>	<p>VW, TS, CL</p> <p>All staff</p> <p>All staff</p> <p>Teaching staff</p> <p>All staff</p>	<p>May 2020</p> <p>Ongoing</p> <p>June 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p>
<b>lunchtimes</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should be kept as far apart as possible (2 metres) whilst eating</p> <p>Food operators continue to follow Food Standard Agency's (FSA) <a href="#">guidance on good hygiene practices</a> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to remain in their allocated rooms and groups. Seating for eating 2m apart. Meals brought to the allocated rooms.</p>	<p>Discussion and agreement with HSC staff.</p>	<p>All staff</p> <p>SB / HSC</p>	<p>Ongoing</p> <p style="text-align: center;"></p>	<p>✓</p>

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		Drinking water should be from pupil water bottles.			Ongoing	
<b>Travel off site</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Travel is only required for essential purposes. No offsite visits run.  Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). All persons to limit their use of public transport.  Where travel is essential, use private single occupancy where possible.	All off site visits postponed	VW, TS	May 2020	✓
<b>Cleaning</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.  Thorough cleaning of rooms at the end of the day.  Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.  For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).  See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>  Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.  <b>When cleaning a contaminated area</b> Cleaning staff to: <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> </ul>	See contact points equipment          Ensure deep clean procedure understood by all teaching staff.	All staff   DH / VW    DH, VW	Ongoing   	

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		<ul style="list-style-type: none"> <li>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	Purchase clinical waste bags. Designated clinical waste bin.	DH	Ongoing  May 2020  Ongoing	✓
<b>Contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation). School's to seek confirmation of the contractors method statement / risk assessment.</p>		VW, TS, CL, DH		
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p>			Ongoing	✓



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<b>Provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b>  If daily medication is administered this will be done in pupil's allocated room.	Identify staff who are not comfortable in delivering first aid. Ensure appropriate numbers who can including at least one paediatric level first aider.	VW  First Aiders	May 2020  Ongoing	✓
<b>Provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)  Wear a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) <b>if</b> a distance of 2m cannot be maintained.  If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	Ensure highest stock levels in EYFS  Kit to be stored in isolation room (Headteacher's office)	DH  DH	Ongoing	
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).  Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants	Emergency evacuation procedure to be adapted by staff, shared with children and practised.	VW	June 2020	
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place.  Hands are to be thoroughly washed after handling all deliveries or waste materials.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).		TS, CL, VW, DH	Ongoing	
<b>Staffing levels</b>	Staff, Students / pupils	Decisions on staffing levels made dependent on numbers / needs of pupils present in school.	Local decisions on partial closure / closure to be made in event of	VW	Ongoing	

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	Spread of COVID 19  Wider safeguarding / safety risks	Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)  Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.	insufficient classrooms or space or if there are insufficient available teachers or staff to supervise the groups.			
<b>Premises safety</b>	Staff, Students / pupils  Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time.  Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		TS, DH    VW	Ongoing    Ongoing	

### Relevant links

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/876220/COVID19\\_Guidance\\_Education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>