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|--------------------------------|---|----------------------------|--|
| <b>Area/Activity Assessed</b>  | School Reopening Risk Assessment – COVID-19 | <b>Date</b>                | 18 <sup>th</sup> May 2020 with ongoing updates |
| <b>Assessment Completed By</b> | Compliance Education & Mark D'Arcy          | <b>Person(s) Consulted</b> | SBR/MF/PK/SD                                   |

|                              |  |   |   |  |   |  |
|------------------------------|--|---|---|--|---|--|
| <b>Persons Exposed</b>       | <b>Employees</b> <input checked="" type="checkbox"/> | <b>Contractor</b> <input checked="" type="checkbox"/> | <b>Young Person</b> <input checked="" type="checkbox"/> | <b>Expectant Mother</b> <input type="checkbox"/> | <b>Visitors and/or Public</b> <input checked="" type="checkbox"/> | <b>Trespassers</b> <input type="checkbox"/>                |
| <b>Frequency of Exposure</b> | <b>Continually</b> <input type="checkbox"/>          | <b>Hourly</b> <input type="checkbox"/>                | <b>Daily</b> <input checked="" type="checkbox"/>        | <b>Weekly</b> <input type="checkbox"/>           | <b>Monthly</b> <input type="checkbox"/>                           | <b>Yearly</b> <input type="checkbox"/>                     |
| <b>Duration of Exposure</b>  | <b>Less than 1hr</b> <input type="checkbox"/>        | <b>1-2 hrs</b> <input type="checkbox"/>               | <b>3-4 hrs</b> <input type="checkbox"/>                 | <b>5-6 hrs</b> <input type="checkbox"/>          | <b>7-8 hrs</b> <input type="checkbox"/>                           | <b>More than 8 hrs</b> <input checked="" type="checkbox"/> |

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

| No | Hazard                          | Initial  |             |      | Existing Control Measures  | Residual |             |      | Additional Controls |
|----|---------------------------------|----------|-------------|------|--|----------|-------------|------|---------------------|
|    |                                 | Severity | Probability | Risk |  | Severity | Probability | Risk |                     |
| 1  | School reopening after lockdown | 4        | 3           | 12   | <ul style="list-style-type: none"> <li>The school has been deep cleaned before reopening (all rooms have been cleaned and sanitised)</li> <li>All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19.</li> <li>A school reopening plan has been created in line with current Government, Public Health and DfE guidelines. <b>As part of the Governments guidelines (11/05/2020)</b></li> <li>All staff and children will have access to Coronavirus tests.</li> <li>A phased return will see some staff and pupils returning to school at the earliest date of the 15<sup>th</sup> June 2020.</li> <li>A strict guideline has been produced and will be implemented by the school as far as reasonably practicable. (See School Reopening Plan)</li> <li>If necessary, the school will liaise with Local Authority if it cannot meet the government's guidelines due to staff shortages or space within the school.</li> </ul> | 4        | 3           | 12   | Yes                 |

| No | Hazard            | Initial  |             |      | Existing Control Measures   | Residual |             |      | Additional Controls |
|----|-------------------|----------|-------------|------|---|----------|-------------|------|---------------------|
|    |                   | Severity | Probability | Risk |   | Severity | Probability | Risk |                     |
| 2  | Social Distancing | 4        | 3           | 12   | <ul style="list-style-type: none"> <li>• Rules on social distancing are shared, discussed and regularly reinforced positively.</li> <li>• All staff and Pupils must practice social distancing. This includes etc:                             <ul style="list-style-type: none"> <li>▪ Pupils desks and dining tables are at least 2 metres (6ft) apart.</li> <li>▪ Movement around the school is kept to a minimum.</li> <li>▪ Children and staff are placed into class groups</li> <li>▪ Class sizes will be reduced, keeping children in small groups without mixing with others.</li> <li>▪ A COVID classroom capacity assessment have been carried out on each classroom and learning area to ascertain how many children and staff can occupy that space safely.</li> <li>▪ Queuing 2 metres (6ft) apart</li> <li>▪ Stagger drop-off and collection times</li> <li>▪ Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>▪ Practical lesson plans are reviewed to ensure social distancing can be maintained.</li> <li>▪ Lessons and activities which can take place outdoors are encouraged</li> <li>▪ Break times are staggered.</li> <li>▪ Staff and pupils are discouraged from gathering in large groups.</li> <li>▪ Walking in single file on the left-hand side of the corridors. One-way system in operation along the corridors.</li> <li>▪ No more than 1 visitor in reception at a time.</li> <li>▪ Social distancing signage to be placed at reception desk. Plastic screen to cover the hatch</li> <li>▪ If necessary, the school will liaise with Local Authority if it cannot meet the governments guidelines due to staff shortages or space within the school.</li> </ul> </li> </ul> <p><b>See School Reopening Plan for further details on how the school are going to implement social distancing</b></p> | 4        | 3           | 12   | Yes                 |

| No | Hazard   | Initial  |             |      | Existing Control Measures  | Residual |             |      | Additional Controls |
|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
|    |  | Severity | Probability | Risk |  | Severity | Probability | Risk |                     |
| 3  | Practicing Social Distancing with young people with an EHC plan.           | 4        | 3           | 12   | <ul style="list-style-type: none"> <li>Social Distancing rules are followed as far as reasonably practicable.</li> <li>Pupils are encouraged to practice social distancing.</li> <li>Parents/Carers are asked to reinforce this message at home.</li> <li>Lesson plans/play activities are reviewed with social distancing in mind.</li> <li>Teaching support staff are instructed to wash their hands regularly and to avoid touching their face.</li> </ul>  | 4        | 3           | 12   | Yes                 |
| 4  | Staff/Pupils showing signs of an Infectious Disease (coronavirus COVID-19) | 4        | 2           | 8    | <ul style="list-style-type: none"> <li>Staff, Visitors and Contractors are instructed not to attend school if they are displaying Coronavirus symptoms.</li> <li>Parents/Carers are instructed to monitor their child's health and should refrain from sending their child to school if they or themselves are displaying Coronavirus symptoms.</li> <li>Staff and Parents are asked to follow the advice of their GP and should self-isolate for 7 to 14 days.</li> <li>Where possible the infected person will be tested before being allowed to return to work/school.</li> </ul> | 4        | 1           | 4    |                     |

| No | Hazard   | Initial  |             |      | Existing Control Measures  | Residual |             |      | Additional Controls |
|----|--|----------|-------------|------|--|----------|-------------|------|---------------------|
|    |  | Severity | Probability | Risk |  | Severity | Probability | Risk |                     |
| 5  | Staff/Pupil confirmed of having an Infectious Disease. | 4        | 3           | 12   | <ul style="list-style-type: none"> <li>Staff and Parents/Carers are asked to notify the school immediately.</li> <li>The school will contact Public Health England and Compliance as soon as a member of staff or pupil has tested positive.</li> <li>The school will follow Public Health England's advice.</li> <li>Staff who have caught the infection will refrain from attending school and should self-isolate for 7 to 14 days.</li> <li>Parents/Carers are asked to keep their child off school and in line with Govt. guidelines should self-isolate for 7 to 14 days.</li> <li>Staff and Parents are asked to follow the advice of their GP and/or Public Health England.</li> <li>Where possible the infected person will be tested before being allowed to return to work/school.</li> </ul>   | 4        | 2           | 8    |                     |
| 6  | Staff/Pupils displaying symptoms during school hours   | 4        | 3           | 12   | <ul style="list-style-type: none"> <li>The Principal SLT will be notified immediately.</li> <li>Temperature will be recorded using the handheld thermometers (checking will be completed by SLT or First Aider wearing appropriate protective equipment including face protection, goggles, apron and gloves)</li> <li>Staff or pupils displaying symptoms of Coronavirus will be sent home</li> <li>Where necessary Parents/Carers will be contacted to arrange for their child to be collected.</li> <li>The child will be isolated away from other staff and pupils.</li> <li>Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child.</li> </ul> | 4        | 2           | 8    | Yes                 |

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| 7 | Stopping the virus from spreading<br><b>Personal Hygiene</b> | 4 | 3 | 12 | <p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>Always wash hands after using the toilet, before eating or handling food.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE)</b></p> <ul style="list-style-type: none"> <li>The correct PPE should be used when handling cleaning chemicals.</li> <li>PPE to be worn in confined spaces such as store rooms and lifts</li> </ul> <p><b>Communal Staff Room</b></p> <ul style="list-style-type: none"> <li>Communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas. Where this is not possible, communal cutlery/mugs etc. should be washed thoroughly using</li> </ul> | 4 | 1 | 4 |
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|---|--|---|---|----|---|---|---|---|--|
| 8 | Stopping the virus from spreading<br><b>General Cleaning</b> | 4 | 3 | 12 | <p>soap and warm water, dried using a paper towel or towel designated for this purpose (not a hand towel)</p> <ul style="list-style-type: none"> <li>Introduce 'one out, one in' system across communal toilets. No more than one person at any time. 'Knock and call' system in place with signage to toilet doors to state 'please knock and call before entering'</li> <li>Limit hot desking, so far as is reasonably practical, were this is not possible provide wipes for staff to wipe down equipment before and after usage.</li> </ul> <p><b>School Environment</b></p> <ul style="list-style-type: none"> <li>Wall-mounted hand sanitizer dispensers have been installed around the school building.</li> <li>500ml hand sanitizer gels are located in every classroom.</li> <li>Hand sanitizer wipes are in all practical classrooms to wipe keyboards etc. after each lesson.</li> <li>Cleaners will be on-site during school hours ensuring that areas (door handles, stairwells etc.) are continually wiped.</li> </ul> <p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant.</li> <li>All surfaces will be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids (e.g. keyboards and other equipment handled).</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> </ul> <p><b>General Points</b></p> <ul style="list-style-type: none"> <li>Maintain good ventilation by opening doors/windows</li> <li>So far as is reasonably practical refrain from sharing physical office items, pens, papers, staples, desk phones (if shared ensure cleaning after use)</li> <li>Use of lifts limited to one person at a time (surfaces to be cleaned as soon as possible afterwards)</li> </ul> | 4 | 1 | 4 |  |
|---|--|---|---|----|---|---|---|---|--|

| No | Hazard  | Initial  |             |      | Existing Control Measures   | Residual |             |      | Additional Controls |
|----|---|----------|-------------|------|---|----------|-------------|------|---------------------|
|    |   | Severity | Probability | Risk |   | Severity | Probability | Risk |                     |
| 9  | Failure to Deep Clean the school after a member of staff or child is suspected of having coronavirus COVID-19 | 4        | 3           | 12   | <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</li> <li>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.</li> </ul> <p><b>Deep Cleaning.</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> <li>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</li> <li>Suitable personal protective equipment is available Fluid resistant type IIR surgical mask<br/>Disposable gloves and apron<br/>Disposable eye protection (where there is a risk of splashing).</li> <li>Once used all PPE is disposed of</li> <li>Hands are washed before and after cleaning for at least 20 seconds.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</li> </ul> | 4        | 1           | 4    |                     |

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|----|---|---|---|----|---|---|---|---|--|
| 10 | Stopping the virus from spreading<br><b>Deep Cleaning</b> | 4 | 3 | 12 | <p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>• Public areas where individuals have passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• All surfaces that individuals have come into contact with must be cleaned and disinfected, including:</li> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li> <li>• Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>• If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>• When items cannot be cleaned using detergents or laundered, for example,</li> <li>• Upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> <li>• If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</li> </ul> | 4 | 1 | 4 |  |
|    |   |   |   |    |   |   |   |   |  |



| No | Hazard         | Initial  |             |      | Existing Control Measures  | Residual |             |      | Additional Controls |
|----|----------------|----------|-------------|------|--|----------|-------------|------|---------------------|
|    |                | Severity | Probability | Risk |  | Severity | Probability | Risk |                     |
| 11 | Routine Checks |          |             |      | <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):                             <ol style="list-style-type: none"> <li>Should be put in a plastic rubbish bag and tied when full.</li> <li>The plastic bag should then be placed in a second bin bag and tied.</li> <li>It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> </li> <li>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste</li> <li>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> <li>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</li> </ul> <ul style="list-style-type: none"> <li>Testing and site visits have continued throughout lockdown including pest control, legionella testing and fire alarm testing</li> <li>Contractor visits are arranged outside of school hours where possible and COVID-19 risk assessments are requested and checked before contractors are allowed on site.</li> </ul> |          |             |      |                     |

| ACTION ARISING FROM RISK ASSESSMENT |             |  |                        |                       |                |
|-------------------------------------|-------------|--|------------------------|-----------------------|----------------|
| No                                  | Risk Rating | Action Required:   | Person (s) Responsible | Target Date           | Date Completed |
| 1                                   | Med         | School is advised to create a reopening plan in line with current Government, Public Health and DfE guidelines. This Must include ways in which <ul style="list-style-type: none"> <li>▪ Social Distancing can be maintained,</li> <li>▪ How Practical Lessons can be taught safely</li> <li>▪ The care of pupils on EHC plans can be maintained.</li> <li>▪ Deep Cleaning</li> <li>▪ Action Plan to deal with suspected Coronavirus cases.</li> </ul> | Head Teacher and SLT   | Before school reopens |                |
| 1                                   | Med         | Staff Training – The school is advised to provide staff training and instruction to all staff before the school is reopened to pupils. This training should be recorded to verify staff attending the training/instruction fully understand.   | Head Teacher and SLT   | Before school reopens |                |
| 2                                   | Med         | Social Distancing – The school is advised to create a set of social distancing rules that all staff and pupils should follow.  | Head Teacher and SLT   | Before school reopens |                |
| 3                                   | Med         | Social Distancing EHC plan – The school is advised to liaise with the pupils teaching support staff and the pupils' parents to ensure all the child's needs are met.   | Head Teacher and SLT   | Before school reopens |                |
| 6                                   | Low         | Communication with Parents – The school is advised to create a Suspected Coronavirus Letter which should be sent out to all parents/carers if a member of staff or pupil were to take ill in school and was displaying Coronavirus symptoms. Parents/cares should be asked to monitor their child's health and to self-idsolate if their child was to develop symptoms.  | Head Teacher and SLT   | Before school reopens |                |

**Acknowledgement**

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all of that which is within its contents.

| Name | Signature | Date | Name | Signature | Date |
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