

**RISK ASSESSMENT TEMPLATE: REOPENING A SCHOOL AFTER THE CORONAVIRUS PANDEMIC LOCKDOWN**

**RAS37**

**(Checked for Conformity May 2020)**

Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been in a prolonged period of stasis, catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time. This risk assessment template is produced to assist schools in making preparations for returning other students back to teaching and learning on the school/academy site, rather than being taught remotely. This template will be revised regularly as the situation and advice changes over coming weeks.

It is vital that you consider all of the local circumstances which affect your school and look at the possible support which is on offer from nearby schools and your Local Authority to put those into the mix. Consequently, this risk assessment template is extremely long and detailed, but will need a lot of input and localisation from you and your colleagues.

<b>ACTIVITIES:</b> (What will you be doing and with whom?)	THE REOPENING OF Holland Park SCHOOL		
<b>DATE OF RISK ASSESSMENT:</b>	<b>Date completed:</b>	May 2020	<b>Date to be reviewed:</b> (At least weekly)
<b>STAFFING:</b> (Staff deployment, responsibilities, expertise, etc.)	Head Teacher / Site Manager		

**PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.**

**Following the Prime Minister’s announcement on Sunday 10<sup>th</sup> May 2020, and subsequent DfE guidance, the expectation is that Primary and Early years setting only will be asked to reopen from 1<sup>st</sup> June for the following year groups only: Reception, Year 1, Year 6. Other Primary year groups will follow provided the government’s various conditions are met for it being ‘safe’ to do so. The Prime Minister also stated that for Secondary age students, the expectation is only that years 10 to 12 will have any prospect of returning to school ahead of the summer break, but that remote learning should be provide for all year groups as has already been happening. It follows, therefore, that for Secondary schools there is an expectation to plan for those two year groups to be on site this side of the summer break but for full school opening to be planned for September 2020 at the earliest. Handsam Ltd will update this information as it is amended by government/DfE. In all cases social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.**

**PLEASE ENSURE THAT THE CURRENT DfE, PHE, HSE and ACAS GUIDANCE IS ALL CAPABLE OF BEING FOLLOWED WHEN TAKING A DECISION TO CLOSE, REMAIN OPEN OR RE-OPEN YOUR SCHOOL.**

**PLEASE SEE:**

List of all general Coronavirus guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General .GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

List of all DfE Coronavirus guidance for schools: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

DfE advice for safe working in Education Settings, including PPE:: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

DfE Social Distancing in Education settings guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

DfE Coronavirus guidance for schools: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

DfE Primary-specific guidance: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

General Back-to-workplace Coronavirus guidance: [https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm\\_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

List of all HSE Coronavirus guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

PlusHSE documents:<https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>&<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

ACAS Mental Health at Work During Coronavirus guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

**FAILURE TO FOLLOW GUIDANCE OR DELIVER A SUITABLE AND SUFFICIENT RISK ASSESSMENT COULD LEAVE YOU VULNERABLE TO HSE/LEGAL ACTION. PLEASE ERR ON**

**THE SIDE OF CAUTION AT ALL TIMES.**

<b>Aspects to Consider</b> (List only actual hazards/issues related to planned activities)	<b>Who is Affected/What Might Happen?</b> (Staff, students, visitors etc.)	<b>Inherent Likelihood &amp; Severity</b> (See table at end of doc)	<b>Inherent Risk Score</b> (Likelihood X Severity)	<b>Control Measures</b> (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	<b>Are Control Measures in Place? If Not, Who Will Implement?</b> (Staff member names or job roles)	<b>Remaining Likelihood &amp; Severity</b> (See table below)	<b>Residual Risk Score</b> (Likelihood X Severity)	<b>When Done &amp; By Whom?</b>
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**OVERALL AIM AND CONSULTATIVE PROCESS**

<b>What are your aims for each phase of reopening?</b>	Staff / Pupils / Parents / Wider Community - The risk is reopening before it is safe to do so and creating an environment where the virus may spread. Creating environments where social distancing cannot be achieved.	4:4	16	Specify priority year groups and vulnerable groups to return  Only EYFS, year 1 & 6 focused at the moment, plus provision for key workers' children and vulnerable pupils in years 3-5  Specify areas of the site that you would open and reasoning for those areas  <u>Classrooms used:</u> Donaldson, Butterworth, 2Blake, 5Morpurgo, 6Carroll and 6Dickens (all have their own access doors) in addition we will be using 1Gravett, 5Rauf and 4Lewis and these will have designated exit points that are only used by that bubble	Classrooms for year 1 & 6 need to be set up with additional furniture removed  Gather data from parents on those wishing children to return	1:4	4	
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<b>Consultation with stakeholders and relevant parties</b>	Staff / Pupils / Parents / Wider Community - A lack of transparent communication and information will cause confusion and uncertainty. The Trust must ensure clear information is provided to all parents and staff surrounding any partial re-opening.	4:2	8	<p>The Trust and JCC will ensure meetings are held between union representatives and trustees/CEO</p> <p>For staff, ensure that you identify or ask them to self-identify with any medical conditions and report this to the central HR team so that guidance can be followed.</p> <p>For students and parents/carers ensure they and their parents/carers have a voice in allaying any fears or concerns they may have.</p> <p>The expectation is that students who are 'vulnerable' MUST attend school from 1<sup>st</sup> June irrespective of year groups, so you must risk assess each of those individually if their vulnerability is medical rather than social.</p> <p>Ensure visitors are clearly informed of restrictions to site and contracted works take place outside of normal operating hours.</p>		2:2	4	<b>Completed 22/5/20</b>

				<p>There will be no visitors on site unless authorised in advance by the Headteacher</p> <p>Any visitor must adhere to social distancing and follow other restrictions and regulations set by the school</p> <p>Travel around the school will be restricted for visitors and they will only go where is absolutely necessary via the most direct route and/or using an outside route wherever possible</p> <p>Parents/carers will be asked to phone or email the school if they have a question or query Parents/carers will be asked to make an appointment for a telephone conversation if they want to speak to a teacher or other member of staff</p> <p>Letter to parents invites parents to contact school with any queries</p>				
<b>INFORMATION</b>								



	managing classroom environments in difficult circumstances. Risk of staff not being comfortable or trained in procedures.			<p>had induction training on Mon 1<sup>st</sup>, Tues 2<sup>nd</sup> or Wed 3<sup>rd</sup> June 2020</p> <p>Regular updates (daily at first) to all staff and then specific updates to relevant staff who have particular responsibilities. This can be via an email from the Head.</p> <p>Use E-Training courses to prepare staff for returning to work, notably in the realm of mental health/stress. We recommend the Handsam E-Training Centre courses for <i>Coping with Stress</i> and <i>Managing Stress</i></p> <p>Ensure that any staff being asked to 'fill in' to support colleagues are trained to a suitable and sufficient level for the tasks required of them, or that the activities are rearranged or reorganised to ensure safety</p> <p>Counselling for staff is available via contact with the central HR team service provider.</p>	<p>out?</p> <p>HT - daily email update. CEO update to HT's.</p> <p>HANDSAM courses to be appointed by Site Manager / Administrator.</p> <p>Risk assessment for activities need updating for staff who are 'filling in' - Site Manager / Hd.</p> <p>HR Central team circulate information about HR support service provider.</p>			<p><b>4-5th June</b></p> <p><b>by 10th June</b></p>
<b>Information assemblies</b>	Pupils / Staff - Large gatherings present social distance risk	4:3	12	Large gatherings not permitted in Schools within the trust until confirmed as safe to do so.	HT/SLT - no large gatherings	0:3	0	HT - May 2020

**HYGIENE AND INFECTION**

<p><b>Returning staff and students</b></p>	<p>Pupils / Staff / Parents / Wider Community - Lack of a robust cleaning schedule allowing for social distancing enhances the likelihood of transmission from confirmed cases. Those showing symptoms can spread the illness in confined spaces and locations.</p>	<p>3:4</p>	<p>12</p>	<p>Staff that display symptoms must ensure that they immediately leave the site and ensure that a test is completed ASAP - and information passed to the School. Those already in self isolation should seek to complete a test ASAP to confirm the situation.</p> <p>You must risk assess the severity of an infection to a member of staff and protect them if that is likely to be severe. Remember older people have far higher 'poor outcomes' once infected by COVID-19.</p> <p>Staff must contact their HR link if they have a confirmed case or a family member displays symptoms and is awaiting a test. As per Government guidance "Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days."</p> <p>The School needs to determine a</p>	<p>Staff must confirm concerns via phone contact with HR link at each estate.</p> <p>Any confirmed case needs to be reported ASAP and Government guidance adhered to remove class group and staff from site for 14 days.</p> <p>Parents/carers will observe 2m social distancing outside of entrance points – this will be marked with signs</p> <p>Teacher and TA will meet pupils at entrance gate</p>	<p>2:4</p>	<p>8</p>	
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				<p>timeframe where staff can arrive safely at site and specify which access point – staff will access the building via the driveway entrance and across the playground. Entrance to the main building will be limited to the Fire Exit door opposite the HT’s office.</p> <p>The School needs to specify via communication to parents and appropriate signage ‘drop off’ and ‘pick up’ points and manage time restrictions at these locations. Parents have been given a staggered drop off and pick up time and allocated one of three possible entrance/exit points. Parents will remain off site and social distancing signs/ markings are in place.</p>	<p>Entrances will remain shut to parents/carers and they will not be allowed on site</p> <p>One member of staff will take pupils back to class while other controls access through entrance gate</p> <p>Each bubble will have a set route back to class Any pupil that arrives outside of allocated time window will not be allowed access for that day The reverse will happen at the end of the day</p>			
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					Any pupil not picked up on time will be taken to an allocated area			
<b>What are the school/academy's measures to ensure the containment or prevention of spread of the virus?</b>	Pupil / Staff - Ineffective social distancing and hygiene creating further spread and infection of the virus.	4:4	16	<p>See: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Signage will be present on all classroom doors stating max nos. Establish regular review points to revise this risk assessment and keep each signed iteration of it as a record.</p> <p>There will be no break or play times for pupils</p> <p>Central team (CEO) has completed a capacity calculator to inform HT's maximum nos on site.</p> <p>The HT to review operational school day and if needed amend start / finish times.</p> <p>Pupils that are living with a 'shielding' member of society are</p>	<p>Site team - install signage provided by the central team.</p> <p>HT/Catering Manager - set lunch / break times and what provision will be offered.</p> <p>HT - consider school day and need to build cleaning into scheduled - enabling social distancing.</p> <p>SLT - ensure initial communication with pupils/parents allows for feedback on shielded family members.</p> <p>Site Manager -</p>	2:4	8	

			<p>asked to inform the School as part of the initial communication - so that special consideration can be put in place for this pupils return and additional social distancing if required.</p> <p>The full estate will require a deep clean prior to re-opening to reduce risk.</p> <p>A cleaning R/A and plan need to be developed by Site Managers' to ensure social distancing and check cleaning products, review start/finish times, locations, staffing nos, etc. Social distance signage will be installed throughout each estate by the Site teams.</p> <p>The cleaning regime (as outlined in the plan) should allow for day time cleaning where possible (especially communal toilet areas - circulation points) with classrooms being deep cleaned every evening/morning.</p> <p>Make sure that staff and students are familiar with the appropriate hygiene regimes (hand washing etc) and enforce them with students – recommendation is at least every 2 hours.</p>	<p>programme a deep clean prior to confirmed partial re-opening date.</p> <p>Site Manager - liaise with service providers or in-house cleaners to review cleaning programme / schedule and record the plan. Check COSHH of cleaning products and consider operational hours for social distancing.</p> <p>Site manager - Audit current cleaning facilities in each location and confirm acceptable. If not, further sanitation units will be provided via contact with the central estates team.</p>				
				HT / Site Manager				

	<p>Staggered start/finish times</p>		<p>Additional washing facilities, soap and hand sanitiser is being provided centrally or procured locally and will be in place in used rooms prior to use.</p> <p>The central team is liaising with suppliers over supply chains and provision of cleaning materials.</p> <p>Ensure that children showing signs of infection are taken home or collected by parents asap - and moved to the specified first aid location where staff have access to appropriate PPE.</p> <p>Each bubble is allocated a 5-minute starting time window each day</p> <p>Each bubble is allocated an entrance gate each day Only one parent/carer will drop pupils off where possible</p> <p>Parents/carers will observe 2m social distancing outside of entrance points – this will be marked with signs</p> <p>Teacher and TA will meet pupils at entrance gate Entrances will remain shut to parents/carers and they will not be</p>	<p>- ensure that there is a room suitable for social distancing and safety where those displaying symptoms can be escorted to awaiting collection from site.</p>		
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				<p>allowed on site</p> <p>One member of staff will take pupils back to class while other controls access through entrance gate</p> <p>Each bubble will have a set route back to class</p> <p>Any pupil that arrives outside of allocated time window will not be allowed access for that day</p> <p>The reverse will happen at the end of the day</p> <p>Any pupil not picked up on time will be taken to an allocated area</p>				
<p><b>What steps can we take regarding hygiene to reduce the risks of infection?</b></p>	Pupils / Staff	3:4	12	<p>Washing hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available, especially after using public transport – at least every 2 hours.</p> <p>Pupils will be able to access toilet facilities with the permission of an adult within their bubble – this may be restricted to ensure</p> <p>Pupils will be able to access toilet facilities with the permission of an adult within their bubble – this may be restricted to ensure minimal</p>	<p>Site Manager - report nos. of sinks, etc. to HT and plan if works required.</p> <p>Central - Alcohol wipes to be provided for each room for teaching staff use.</p> <p>HT/Office Manager - ensure reception is closed within reason. Some visits / contact may</p>	2:4	8	

			<p>travel around the school</p> <p>Each bubble will be allocated a toileting facility and pupils will be told to only use their allocated toilet block</p> <p>Pupils will follow an allocated route to and from their toileting facility. Signs and other marking will be used to remind pupils of this</p> <p>Where bubbles are sharing a toilet facility, cubicles and basins will be allocated to each bubble and pupils will be told to only use their bubble's allocated area</p> <p>Where there are medical issues concerning a pupil's need to use the toilet, this will be discussed with parent, pupil, teacher and TA and Welfare Officer and a plan put in place</p> <p>Minimal travel around the school</p> <p>Each bubble will be allocated a toileting facility and pupils will be told to only use their allocated toilet block</p> <p>Covering your cough or sneeze with a tissue, then disposing of the tissue in a bin</p>	<p>be required - local strict management of this needs to be in place. Site team can support where access control is installed.</p> <p>Site Manager - perspex to be installed at reception locations.</p> <p>HT/SLT - to develop a system of moving around site 'one way' and promote this via locally produced posters and signage for all to understand.</p> <p>Pupils and staff to remain in bubbles when moving around staff</p> <p>Reception main door to be left on secure setting so no admittance to visitors.</p>			
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	Respiratory hygiene		<p>If you feel unwell, stay at home and do not attend any education or childcare setting – the guidance states “No one with symptoms should attend a setting for any reason.</p> <p>Pupils, students, staff and visitors should wash their hands, before leaving home, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food including snacks and before leaving school</p> <p>Clean and disinfect frequently touched objects and surfaces An alcohol-based hand sanitiser should be used if soap and water are not available It should contain at least 60% alcohol</p> <p>Avoid touching your eyes, nose, and mouth with unwashed hands Avoid close contact with people who are unwell</p> <p>Encourage staff and students to be honest in reporting symptoms Main School reception will be closed - management of this can be defined by HT. Perspex guards are to be</p>				
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			<p>installed at all estates.</p> <p>A one way system will be implemented at each estate to reduce 'crossing paths'</p> <p>Pupils will be educated about good respiratory hygiene and will follow '<i>catch it, kill it, bin it</i>' with coughing and sneezing</p> <p>Tissues will be readily available in each bubble</p> <p>A separate 'respiratory hygiene' bin will be available in each classroom for pupils to throw away their used tissues – this will be emptied regularly throughout the day</p> <p>Signs and posters will be present in each classroom to reinforce this message</p> <p>Each bubble will have a supply of cleaning materials to enable regular cleaning of areas within the classroom</p> <p>Respiratory bins will be left outside of the classroom and emptied by the site team as part of their cleaning</p>				
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				<p>rota</p> <p>At the end of each day (after pupils have gone home) each classroom used will undergo a more thorough clean from the school cleaning team</p> <p>There will be a log kept to detail every time a classroom is cleaned</p> <p>The site and cleaning team will work on a set cleaning rota throughout the day which will ensure communal areas, toilet blocks, door handles and other surfaces are cleaned regularly throughout the day</p> <p>All offices will have a stock of cleaning supplies and will undergo regular cleaning throughout the day as well as a more thorough clean at the end of the day</p>				
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**CONTINGENCY PLANS**

<b>Who needs to be informed of any special measures?</b>		2:4	8	<p>Compile a list of key contacts: including your LA contact, your local strategic coordinating group (SCG) and others</p> <p>All measures shared with Trustees and the LGC</p>	<p>Measures in place - Meeting scheduled</p>	1:4	4	
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<b>How do we decide if our school should close again?</b>	Pupils / Parents / Staff	3:3	9	Follow government guidance and direction from CEO/The central trust		3:3	9	
<b>Who will be responsible for closing the school?</b>	Pupils / Parents / Staff	3:3	9	Follow government guidance and direction from CEO/The central trust		3:3	9	
<b>How can parents and carers be informed of any issues/closure?</b>		N/A	N/A	Check and update pupil and parent/carer contact details  Template letters, website & text message service		N/A	N/A	
<b>Will the school be able to open if there are multiple staff absences?</b>		3:5	15	For week beginning 8 <sup>th</sup> June there will be 2 EYFS bubbles (both with 8 pupils in each); 2 Y1 bubbles (1 with 8 pupils and the other with 7 pupils); 5 Y6 bubbles (with 8 pupils in each). A total of 71 pupils across 9 bubbles.  Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team absence. The leadership team is MM (HT), AB (DHT), RW (AHT), JR, CE, RA (HoP)  We will not be using any agency staff	Staff survey completed	2:5	10	

<p><b>Is your school suitably equipped?</b></p>	<p>Pupils / Staff</p>	<p>3:4</p>	<p>12</p>	<p>Ensure that the Site Manager has a stock check of all cleaning supplies and reports this to the HT. Central support is available for procurement of key items.</p> <p>Check the school's cleaning arrangements/contracts and establish whether special provision could be made during a pandemic - specifically additional cleans.</p> <p>PPE is being sourced and provided centrally to each estate.</p>	<p>Site Manager - complete stock check and liaise with local suppliers.</p> <p>Contract cleaning companies to be contacted ASAP to discuss provision</p> <p>Central - PPE being provided to sites.</p>	<p>2:4</p>	<p>8</p>	
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**SAFEGUARDING AND STUDENTS**

<p><b>Is the school able to comply with the requirements of the current DfE advice on Safeguarding?</b></p>	<p>Staff</p>	<p>4:4</p>	<p>16</p>	<p><a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a> Yes - all advice and guidelines followed and included in induction training</p>	<p>Induction Training Booked</p>	<p>1:4</p>	<p>4</p>	
<p><b>Is the school able to comply with the requirements of KCSIE 2019 which remains in place</b></p>	<p>Pupils</p>	<p>4:4</p>	<p>16</p>	<p>See: <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p>	<p>Yes - all advice and guidelines followed and included in induction training</p>	<p>1:4</p>	<p>4</p>	

<b>until further notice?</b>								
<b>Health conditions</b>	Pupils	4:4	16	<p>Check with parents/carers whether any further conditions have developed in their children which you need to be made aware of</p> <p>Check with parents/carers whether any medication is being taken by any students</p> <p>Ensure all relevant staff are informed of the conditions and action to take and that any first aiders and medical staff are fully trained and able to give suitable and sufficient support in a crisis</p>		2:4	8	
<b>Ensure EHC plans can be delivered</b>	Pupils	4:4	16	EHCP pupils risk assessed and reasonable endeavour conversations and planning paperwork completed and shared with parents.	Risk Assessments Completed	1:4	4	
<b>Are 'vulnerable' students and children of key workers still suitably catered for in your plans?</b>	Pupils of key workers	3:3	9	<p>Groupings for pupils of key workers and other vulnerable pupils that have been invited in will follow bubbles procedure</p> <p>These bubbles may be hosted at CCHS and will be overseen by staff from Holland Park</p>		1:3	3	

				Risk assessments will be undertaken for all vulnerable children				
<p><b>Is the school able to support students with any mental health issues which are very likely to occur at any time during this process?</b></p> <p><b>The DfE guidance states “We expect school leaders and teachers to consider their pupils’ mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum over the coming</b></p>	Pupils & Staff	4:2	8	<ul style="list-style-type: none"> <li>● Pastoral Team are in place to offer support to pupils or access support quickly from other sources.</li> <li>● Staff involved in the bubbles have carefully planned activities designed to support the SEMH needs of all pupils and are focused on identifying pupils that may have been effected by the wide nature of the lockdown period and COVID-19 crisis in general on students. Staff have been told to plan in opportunities for pupils to talk and to ensure that they listen to what is being said.</li> <li>● Staff are able to refer pupils whom they are concerned about to the Pastoral Team and Behaviour and Wellbeing Lead. They are then able to access a number of other services, e.g. EWMHS, Mental Health Team, Social Care etc.</li> <li>● HT is on hand to offer informal supervision and will ‘check in’ with staff in</li> </ul>		3:2	6	

<p><b>weeks. Plus identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils.</b></p>				<p>bubbles daily. All staff have access to counselling via the staff support service and HR.</p> <ul style="list-style-type: none"> <li>• Learning is differentiated according to need</li> </ul>				
<p><b>Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?</b></p>	<p>Pupils &amp; Parents</p>	<p>5:4</p>	<p>20</p>	<p>Ensure that any such sessions which allow persons other than your staff and students onto your site are organised according to the prevailing social distancing guidance for schools:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></p> <p>Not at present.</p>	<p>Currently no events are scheduled until safe to do so</p>	<p>1:4</p>	<p>4</p>	
<p><b>Check any outstanding student issues</b></p>	<p>Pupils</p>	<p>N/A</p>	<p>N/A</p>	<p>Parents will be asked to sign an agreement that states they have read and agree to comply with the addendum to the school behaviour policy</p>		<p>N/A</p>	<p>N/A</p>	

				<p>Pupils will undertake an induction on their first session in school as to the restrictions and routines they should follow during this phase of reopening</p> <p>Pupils will be reminded of these throughout each day</p> <p>Parents/carers will be contacted for any pupil that is unable or unwilling to adhere to new restrictions and/or social distancing while at school</p> <p>A risk assessment will be undertaken for each identified pupil where there are concerns over their ability or willingness to adhere to new restrictions and/or social distancing while at school. This will advise whether it is safer for pupils to be at school or at home. This will be discussed with parents/carers</p>				
<b>FIRST AID, MEDICAL AND EMERGENCIES</b>								
<b>First Aid and Medical provision</b>	Pupils / Staff	4:4	16	<p>Each bubble will have a fully stocked first aid box in their classroom and a portable first aid kit for outdoor sessions</p> <p>At least one of the adults in each</p>		2:4	8	

				<p>bubble will be a qualified first aider</p> <p>Minor injuries (scratches, small cuts, grazes etc) or illness will be dealt with in class by the first aider present using the recommended PPE guidance</p> <p>All accidents will be logged and forwarded to Welfare Officer for collation and monitoring</p> <p>More serious injuries or illness may result in the child visiting the Welfare Officer's room for treatment (younger pupils will be escorted to the Welfare Officer's Room by an adult from the bubble)</p> <p>If a child is escorted to the Welfare Officer's Room by an adult, the adult will immediately return to their classroom base and await instruction from the Welfare Officer regarding collection of the pupil</p> <p>The Welfare Officer will adhere to PPE guidance and observe social distancing wherever possible</p> <p>Only one pupil at a time will have access to the Welfare Officer's Room for treatment</p>				
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				<p>Pupil's may be required to wait outside the Welfare Officer's Room on plastic chairs that are 2m apart (these will be cleaned before and after each use)</p> <p>Pupil's that need to be sent home will be taken to the Family Room to wait for collection by parents/carers and will observe social distancing in this room</p> <p>Plans will be in place for pupils' that require medication or have existing medical needs</p> <p>Where appropriate, pupils will keep their asthma inhalers in the box/crate under their desk to reduce trips to the medical room</p> <p>Number of first aiders = 10</p>				
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**FOOD AND NUTRITION/HEALTH/DIETARY REQUIREMENTS AND SAFETY**

<b>Can food hygiene and nutritional requirements be kept to?</b>	Pupils & Staff	1:3	3	There has been no relaxation of any requirement for food hygiene or nutritional requirements. Ensure your kitchen/provider can deliver to the usual standard.	Yes Support from LBA Safety from the trust	1:2	2	
<b>Dietary requirements</b>	Pupils & Staff	1:3	3	Can dietary requirements be kept to? This may be a deciding factor for certain children within certain faith groups etc. This may bring concerns/pressure under equality legislation.	Yes Support from LBA Safety from the trust	1:2	2	
<b>Queuing arrangements</b>	Pupils & Staff	4:4	16	<p>School meals, FSM and packed lunch will be provided</p> <p>School meals will be ordered through school gateway</p> <p>Pupils and staff will eat their lunches in the classroom</p> <p>School meals and FSM will be supplied in a 'takeaway' style disposable container</p> <p>School meals and FSM will be 'delivered' outside the classroom by the catering team on a trolley</p> <p>The trolley will be left and the teacher or TA from the bubble will take the containers from the trolley</p>		1:4	4	

				<p>and distribute accordingly</p> <p>Pupils with packed lunches will keep these stored under their desks (they will not be stored on a communal trolley)</p> <p>Catering staff will collect the trolley at a later time</p> <p>'Lunchtime' will last for 30 mins and other activities can be provided – eg. a film, music etc</p>				
<b>PPE</b>	Pupils & Staff	4:4	16	Is suitable and sufficient PPE available to staff, particularly for cleaning up after lunch or clearing bio-hazards etc?	PPE available.	2:2	4	
<b>Is food waste able to be disposed of/collected at suitable intervals?</b>		4:4	16	Failure to dispose of food waste suitably, or delays to collections may lead to a build up which attracts vermin.	Yes	1:1	1	
<b>SAFE TEACHING PRACTICE</b>								
<b>Social distancing in the classroom</b>	Pupils & Staff	5:3	15	<p>All procedures and staff / student ratios should be set to ensure that the prevailing DfE guidance on social distancing is adhered to. See:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-</a></p>		2:3	6	

				<p><a href="#"><u>distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</u></a></p> <p>Each bubble will have a set timetable each day</p> <p>Each bubble will have a set start and finish time to the day Start and finish times are staggered and different entrance/exits points are used</p> <p>There will be no break/play time Lunch will be 30 minutes long and will be taken in classrooms</p> <p>Each bubble will be allocated two outdoor sessions per day (30 minutes each) which will take place on the field, Astroturf or playground. Bubbles will be allocated different areas and/or different time slots</p> <p>Number of pupils per class has been agreed with CEO and furniture arranged to ensure social distancing.</p>				
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<b>Staff / Student ratios</b>	Pupils & Staff	5:3	15	<p>Pupils will be divided into 'bubbles'</p> <p>Each bubble will contain 6-8 pupils, a teacher and an LSA</p>	<p>Ratios have been developed by CEO on m2 and shared with HT's</p>	2:3	6	
<b>Practical lessons</b>	Pupils	4:3	12	<p>Ensure that all practical lessons are re-risk assessed and signed off by department heads or if necessary members of SLT are consulted or asked to sign off .</p> <p>Ensure risk assessments are reviewed regularly and the current version is signed by all relevant staff and distributed to them.</p> <p>Each bubble will have two timetabled outdoor learning sessions each day</p> <p>One session will be on the field or AstroTurf (depending on weather) and one session will be on the playground</p> <p>No other bubble will have access to the specific outdoor area at these times</p> <p>Each bubble will have a set of</p>		1:3	3	

				<p>equipment that they can use during these sessions</p> <p>Pieces of equipment will not be shared by pupils and will only be used once a day</p> <p>Equipment will be cleaned after each use</p> <p>Pupils will wash their hands before and after each outdoor session</p> <p>Pupils will travel to their outdoor area via assigned entrances and routes</p>				
<b>Ensure all statutory checks on equipment / machinery are made prior to use</b>	Pupils/Staff/Visitors	5:3	15	Ensure that any statutory tests which are required and are due/overdue are delivered before any equipment / machinery is used. Put the machinery / equipment out of use and inform all staff until this is delivered. Ensure records are kept.	Site Manager - part of site manager works in preparation for opening up	1:3	3	
<b>Ensure visual checks on equipment / machinery are made prior to every use</b>	Pupils/Staff/Visitors	5:3	15	Machinery or equipment which has not been used in a while must be checked to ensure it is usable, ideally by a competent person for using that piece of equipment. This may be true for many practical departments such as science, PE, DT, Art, Drama or Music. We	Site Manager - part of site manager works in preparation for opening up	1:3	3	

				recommend keeping simple handwritten records. Deputy site manager to complete a site walk and encourage staff to inspect all equipment regularly.				
<b>Movement between lessons and breaks</b>	Pupils & Staff	4:3	12	Pupils will remain in social bubbles throughout the day and move around the site isolated from other bubbles	HT will implement and then monitor usage of a 1 way system.	2:3	6	
<b>Handsam tasks</b>	Pupils & Staff	4:2	8	Ensure that any Handsam tasks which were not able to be delivered during the lockdown period are rescheduled to a suitable date.	Site Manager to review and ensure changes made	1:2	2	
<b>FIRE AND LOCKDOWN</b>								
<b>Compliance checks are made prior to reopening</b>	Pupils & Staff	4:4	16	Check all fire fighting equipment, signs and emergency lighting operates as it should.	Site Manager - all statutory checks need completing and recording on HANDSAM	1:4	4	
<b>Revised fire and lockdown procedures</b>	Pupils & Staff	5:5	25	New assembly points will be allocated for each bubble – these will observe social distancing measures  Clear evacuation routes and exit points will be assigned to ensure social distancing is maintained  New evacuation procedures will be added as an addendum to current		1:5	5	

				<p>policy and will be shared with staff and pupils at their respective induction sessions</p> <p>Staff to be reminded to ensure they follow social distancing and support pupils in doing so.</p>				
<b>Fire and lockdown drills</b>	Pupils & Staff	4:5	20	<p>Evacuation drill will take place within the first week of reopening and when all year groups in phase 1 are at school</p> <p>Repeat drills will occur half-termly or whenever a new year group returns to school</p>	Local arrangements needs to be reviewed and updated	1:5	5	
<b>PEEPs</b>		2:3	6	<ul style="list-style-type: none"> <li>Existing PEEPs remain valid and have been amended where necessary, all staff and relevant students are aware of the changes</li> <li>Parents/carers have been informed where necessary</li> <li>New PEEPs will be delivered when relevant</li> <li>Records will be kept</li> </ul>	Local arrangements needs to be reviewed and updated	2:1	2	
<b>PREMISES COMPLIANCE</b>								

<p><b>Compliance checks are made prior to reopening</b></p>	<p>Staff / Pupils / Visitors - entering an unsafe environment that is not compliant</p>	<p>3:3</p>	<p>9</p>	<p>It is particularly important that buildings are safe to use. Checks should range from basic wear and tear checks for slip and trip hazards which have developed since the building was last used fully, through to checks on plant equipment such as gas boilers, heating, electrical fixtures and fittings (for frayed wires etc), flush throughs of water pipes, showers, taps etc to comply with the legionella risk assessment's requirements for regular measures and ensure that keys are back with the correct owners now the school is more fully staffed.</p>	<p>Site Manager to complete all required statutory checks in line with HANDSAM system and keep records / logs.</p>	<p>1:2</p>	<p>2</p>	
<p><b>Ensure key services are being delivered to a level suitable for your proposed occupation of the building</b></p>	<p>Staff / Pupils</p>	<p>2:4</p>	<p>8</p>	<p>Check all key services are operational. Site Manager to completed a check and keep a record on the HANDSAM platform - report any defects.</p>	<p>Site Manager - complete check by May 25th LATEST.</p>	<p>1:4</p>	<p>4</p>	
<p><b>Ensure unused areas of the building are not able to be accessed by unauthorised persons</b></p>	<p>Staff / Pupils - possible cross contamination or injury from access</p>	<p>1:3</p>	<p>3</p>	<p>Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.</p>		<p>1:2</p>	<p>2</p>	
<p><b>SECURITY</b></p>								

<b>Ensure the security of the school is suitable and sufficient at all times</b>	Pupils / Staff - standard risks from security breaches (arson, assault)	1:4	4	Staff (site team) to ensure normal checks are in place and considered as part of any skeleton staffing that may be put in place for social distancing.	Site Manager - ensure coverage is appropriate	1:4	4	
<b>ADMINISTRATION</b>								
<b>Is the school able to deliver the administrative requirements both internal and external?</b>	Staff & Parents	5:2	10	Administrative team all equipped for home-working.		2:2	4	
<b>Continued home working</b>	Staff	4:2	8	<p>Where possible the HSE still requires that workers work from home, rather than on site (05/05/20).</p> <p>That advice may change in coming weeks. You should only be looking to bring back onto site those staff whom you need to be able to operate for the phase of your plan.</p> <p>Other staff can remain at home (or even furloughed in some circumstances, e.g. independent schools), but you will remain responsible for them and their workplace and working practices/workload if they continue to work.</p> <p>Ensure risk assessments are in place and are signed by home</p>		4:2	8	

				workers. See Handsam Quick Guide <a href="#">RAS36 Risk Assessment Working From Home</a> .				
<b>CONTRACTORS</b>								
<b>Check the status of all school suppliers / contractors</b>	Staff / Pupils - Contractors without appropriate plans / processes present contamination breaches.	3:3	9	All suppliers and contractors must provide appropriate paperwork relating to their amended processes.  No external works can take place until centrally approved and paperwork has been reviewed.	Local Site Managers and Admin teams to collate information from suppliers and forward to the central team to review.	1:3	3	
<b>Plan for supplier / contractor site visits</b>	Staff / Pupils - Contractors without appropriate plans / processes present contamination breaches.	1:3	3	Only have essential visits during the School day. All others at different times.  Review their DBS/risk assessments in advance and ensure they are adhered to.		1:3	3	
<b>TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS</b>								
<b>Travel to and from school at the beginning and end of the school day</b>	Pupils & Parents	5:3	15	Ensure that travel arrangements for students who rely on school buses and public transport is available and suitable.  If provided by the school ensure that the prevailing travel guidance is	Parents given specific slots for drop off pick up  Pupils to be dropped off by only one parent/carer	1:3	3	

				strictly adhered to.  Set out, communicate and police a policy for parents/carers/others 'hanging around' in the playground, at the school gates or outside at the start and end of day.	Signage in place to reinforced social distancing			
<b>School transport</b>		N/A	N/A	Ensure any school transport is safe, drivers are licensed and checks have been delivered. N.B Changes have been made to the MOT regulations, see: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-mots-for-cars-vans-and-motorcycles-due-from-30-march-2020">https://www.gov.uk/guidance/coronavirus-covid-19-mots-for-cars-vans-and-motorcycles-due-from-30-march-2020</a> However, vehicles must always be roadworthy.  Checks maintained but will not be used.		N/A	N/A	
<b>School Trips</b>		N/A	N/A	No School trips will take place until it is safe to do so		N/A	N/A	
<b>School fixtures</b>		N/A	N/A	No School fixtures will take place until it is safe to do so		N/A	N/A	

<b>Responsible person name:</b>		<b>Signature:</b>		<b>Date:</b>	
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SMT/SLT name:		Signature:	Date:	
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Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
R i s k  S e v e r i t y	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

**Likelihood and severity** form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

**Risk Rating Calculation**

**Total Risk= Remaining Risk SeverityXRemaining Risk Likelihood**

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

**Please Also Note**

**All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.**

**All accidents and incidents must be recorded in line with the school/academy's policy.**

**Also report near misses – not just accidents or incidents.**