

CORONAVIRUS REOPENING RISK ASSESSMENT & PROCEDURE

Location / Site	Insert location and site where activity taking place
The Cowplain School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Reopening of School Site to Keyworker Students, Resilience Centre, Year 10 Students and Staff	
Assessment date	Insert date when assessment is being carried out
21 May 2020	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom resulting in direct transmission of the virus	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing, estimated to be approx. 10 students and 1 member of staff. 2. Confirmed numbers of attendance for planning purposes 3. Remove excess furniture to increase space; Computer Rooms for Keyworker students, Resilience Centre, Year 10s will be allocated into English 7, Dickens Building, Geography 3, Schilling Building and History 1, Conan Doyle Building 4. Where and when possible, students will use external doors for access to their teaching zone to limit the footfall in corridors 5. Students will keep to their allocated desks when in the classroom 6. Students will follow the classroom routine and expectations for social distancing and this will be discussed with students – arrival and departure into school, use of toilets, hand-washing and hygiene, break-time, moving around the classroom etc 7. Verbal reminders from staff to students 8. Students will be isolated and parents called to collect and remove them from the school site if they cannot adhere to the classroom routine and expectations with the need for increased hygiene and social distancing 9. Lessons planned for individual work (not pairings or group work) 10. Feedback – using large whiteboard and projector and interactive whiteboard not close interaction 11. Mark out an area for the teacher – 2m distancing at front of room 12. Students to use same desk if returning next day 13. Teacher and LSA are assigned to these students and stay with these children throughout the day (<i>and on subsequent days</i>) 14. Students stay in the classroom for majority of the day and not mix with other groups 15. Lunch breaks will be taken either in the classroom or in a dedicated external area with social distancing maintained 16. Teaching staff will read the full risk assessment and sign a confirmation they have read the strict measures being implemented for the safety of students and staff. 17. All staff and students are informed of the rules and procedures for social distancing and hygiene precautions. 	

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the classroom (Resilience Centre) resulting in direct transmission of the virus	
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Maximum of 4 students at any time 2. Use of downstairs classroom only with entrance through direct external door 3. Remove excess furniture to increase space 4. Remove soft furnishings and replace with wipeable furniture 	

5. Students will keep to their allocated desks when in the classroom
6. Students will follow the classroom routine and expectations for social distancing and this will be discussed with students – arrival and departure into school, use of toilets, hand-washing and hygiene, break-time, moving around the classroom etc
7. Verbal reminders from staff to students
8. Students will be isolated and parents called to collect and remove them from the school site if they cannot adhere to charter and the need for social distancing
9. Lessons planned for individual work (not pairings or group work)
10. Feedback – using large whiteboard and projector and interactive whiteboard not close interaction
11. Mark out an area for the teacher – 2m distancing at front of room
12. Students to use same desk if returning next day
13. Teacher assigned to these students and stay with these children throughout the day (*and on subsequent days*)
14. Students stay in the classroom for majority of the day and not mix with other groups
15. Lunch breaks will be taken either in the classroom or in a dedicated external area with social distancing maintained
16. Teaching staff will read the full risk assessment and sign a confirmation they have read the strict measures being implemented for the safety of students and staff.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Allocated toilets to be used by small groups only 2. One student access at a time 3. Hand gel used after toilet use as well as washing hands 4. Extra signs in toilet re washing hands reminder and instructions 5. Wedges for the toilet external toilet doors if not fire doors 6. Extra soap and gels ordered to ensure we do not run out 7. Ventilate all areas of use 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Students to socially distance whilst waiting to enter their allocated classroom 2. Students will enter and leave the classroom in a managed order 3. Staggered start times for all classroom groups and keyworker students 4. Students should arrive at their allocated start time and leave site directly their sessions finish 5. Instructions shared with parents and students regarding drop-off and collection point; Rose Building Car Park ONLY. 6. Parents must remain in their vehicles when dropping and collecting students 7. Site Manager to monitor dropping and collecting via CCTV to ensure measures are being adhered to. Issues dealt with accordingly. If felt required, a member of LT and/or PL will be on duty in this area for drop-offs and collections. 8. Staggered drop off and pick up times for all groups of students 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing during break-times resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered break-times 2. One break-time only (20 minutes) 3. Students eat in allocated external area and maintain social distancing 4. Students eat in their classrooms at their allocated desk 5. Staff supervision throughout – actively encouraging and insisting on social distancing 6. Pre-selected lunch bags brought to classrooms for those requiring lunch or bring in own packed lunch, including those who have already received FSM vouchers. 7. Keyworker students will lunch in either the Library or external quad area. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of social distancing in the corridors resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Where possible students will use external doors directly into classrooms to reduce footfall in corridors 2. Students remain in their classroom other than supervised break-time which is taken preferably outside, else students will remain at their desks. 3. One student going to toilet at one time 4. Small group of students, in one classroom in specified zone area 5. Agree instructions with students concerning going to and returning from the toilet 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contact of shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Students can bring in their own stationery 2. Students will take responsibility for spraying and sanitising their own desks at the end of the day (sanitiser and disposable wipes provided) 3. Tables, door handles, desks, chairs and other surfaces sanitised every night by cleaners 4. Lessons planned so resources are individual and not shared – or on white board 5. Resources on tables ready for lesson and not distributed within the lesson 6. Named plastic packets (zippy) bags used for individual resources 7. Students encouraged to wash hands / use hand gel before lessons and after each lesson 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the student	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Students will have a class teacher 2. Matron will be available for Counselling 3. 2 x PLs will be onsite daily for any Pastoral Care 4. 2 x members of Senior Leadership Team will be onsite daily 5. Recommendations given of online resources provided for student well-being 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Emotional distress of the staff – including anxiety	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Support from either their Line Manager, Personnel or Matron/Counselling 2. At least one SLT member of staff on site every day for staff to share concerns with 3. Virtual staff meetings and social wellbeing meetings/events for staff 4. Risk assessments reviewed daily for first 3 days, after week one, weekly and then fortnightly after that 5. Separate risk assessments for clinically vulnerable staff 6. Designated “staff area” at the rear of the Library or outside in IT quad 7. Teaching staff will only remain on site for allotted time of teaching 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to close contact with children – resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Daily temperature testing for all keyworker student group upon arriving each day and entering via Reception. Other students will be tested at the external entrance point to their classroom. Temperature will be taken with a temperature gun of a rota of 5 members of named staff before entering the classroom. 2. Reception or external entrance door will remain open providing a well ventilated area due to close proximity. 3. Staff undertaking temperature testing will be wearing either a mask or a face visor due to close proximity requirement of between 3 – 5cm for temperature taking accuracy. 4. Staff or students wearing masks must provide their own plastic bag for placing their mask inside when removed. The mask should only be removed by the wearer and touched only by the straps. Students and staff must take their mask and plastic bag home with them for safe disposal. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand-washing facilities available to all staff and students 2. Hand gel dispenser in and outside of all classrooms 3. Tissues to be provided in each classroom 4. Student and staff hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly with posters and from staff 7. Procedure agreed for children to wash hands so thorough hand washing 8. All rubbish should be placed in a bin by the user and not left for anyone else to clear up 9. Staff and students do not wear face masks unless it is a requirement of an authorised risk assessment 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All surfaces, handles, light switches, water machines, photocopier controls, toilets and shared equipment will be cleaned each day using diluted bleach, disinfectant or Milton solutions 2. All bins to be emptied daily 3. PPE will be worn by all cleaning staff 4. Soft furnishings will be removed from use in classrooms 5. Deep cleaning of all classrooms as used by the keyworker children before re-opening 6. Cleaners to return to work when needed. Use of Site Team for reduced usage during this lockdown 7. Intermittent cleaning of door handles by Site Team throughout the day 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Those who are <i>clinically extremely vulnerable</i> (those who have received a letter from Government or clinician) are to work from home 2. Those who are <i>clinically vulnerable</i> or those living with someone who is <i>clinically extremely vulnerable</i> – these staff are strongly advised to social distance in the original guidance and are to work at home if possible, or work in school adhering to very strict 2 metre social distancing from colleagues & students where not possible. Highly effective control measures to be implemented or to work from home if not possible to ensure precautions adhered to 3. Those living with those that are <i>clinically extremely vulnerable</i> can attend school and work with students or adults adhering to this and other re-opening risk assessments. 4. Issuing of all relevant risk assessments to staff concerning returning to work – and allow them to comment and contribute 5. Separate risk assessments for staff in paras 1 and 2 above 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Students living with some who is clinically extremely vulnerable should not attend school 2. Students who are clinically vulnerable – parents should seek medical advice concerning the students returning to school 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Student or staff showing symptoms of Covid – 19 in school	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Contact Matron, or a member of SLT in the absence of Matron, should any student or member of staff become unwell with a new continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 2. If a child is awaiting collection, they should be moved to the isolation room, located next to Matron’s office. Window is to remain open and door closed. 3. If a member of staff shows symptoms, they should be moved to the isolation room and arrangements made to leave site immediately either by own transport or a taxi called (school will supply a mask for travelling home in a taxi). 4. In an emergency, call 999 if they are seriously ill. 5. Matron or member of SLT to begin track and trace of all students and staff who the suspected person has been in contact with. 6. If the person tests positive for Covid-19, Headteacher will contact all students and staff who have been in contact and advised they should follow Government self-isolation measures. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Visitors to the School Site	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. All visitors to the school site <u>must be by prior agreement only</u> 2. Deputy Headteacher to authorise all necessary visitors to the school site relating to Pastoral Care of students 3. The Headteacher will authorise all other necessary visitors. 4. Health monitoring of all visitors to verify they have no symptoms and of good health. Temperature testing is available if required. 5. Reception door operated by access control system 6. Reception has a screen to create distance between visitor and member of staff 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Contractors Onsite	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. By prior agreement only with the Site Manager, those Contractors providing compliance related maintenance to be allowed access to the school site. 2. Health monitoring of contractors to verify they have no symptoms and of good health. Temperature testing is available if required. 3. Contractors undertaking works located externally can continue as normal. Signing in and out to be undertaken by Site Manager or Site Team, to reduce internal access. 4. Site Manager and Site Team to make Cleaning staff aware of areas accessed for sanitising/cleaning purposes. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Deliveries and Packages	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Deliveries are to be made either to Reception or the Site Hut. Where possible packages should be left on the Reception entrance step or outside the Site Hut. 2. Anyone touching the package should wash their hands thoroughly afterwards and before touching other surfaces. 3. Staff should not have personal deliveries made to the school site during this time. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
First Aid	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Try to maintain 2 metres distancing 2. If the nature of the injury can be dealt with by the individual themselves, eg minor cuts, then provide instructions on the actions they should take and provide any relevant first aid materials for them to self-administer, such as plasters, ice packs, eye wash, etc. 3. Ensure you are wearing disposable gloves and wash your hands thoroughly when gloves removed 4. All waste materials from the patient should be double-bagged 5. Call parent or NHS 111 if required 6. Call 999 in event of serious injury 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Office and Teaching Staff measures in addition to those contained within this risk assessment regarding hygiene and social distancing	

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Where possible, will telephone or email other members of staff instead of personally visiting offices to reduce moving around the school site and footfall in corridors 2. Will not use other members of staff telephones 3. Will not arrange personal deliveries to the school site 4. Will not bring in personal post to be sent from school 5. Will not make tea and coffee for other members of staff or wash up other staff cups etc 6. Will use their own personal cups, cutlery etc 7. Will sanitise their hands before and after use of shared equipment; kettles, photocopiers etc 8. Will ventilate the working area 9. Will not hot-desk 	

OVERALL level of risk	Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk	
NOT REDUCED THE OVERALL RISK	REDUCED THE OVERALL RISK TO SOME DEGREE	CONSIDERABLY REDUCED THE RISK
Assessor's comments	Insert comments relevant to findings as appropriate	
<p>Dynamic risk assessments will continue to be made by the Senior Leadership Team and the Site Manager, taking steps which we believe are the most prudent to limit Covid-19 spread.</p> <p>When required, advice will be sought from our Health and Safety Advisor.</p>		

Name of assessor	Signature of assessor	Date
Mrs K Webb		21 May 2020

Headteacher's comments	Insert comments relevant to assessment as appropriate
<p>The Senior Leadership Team will continue to monitor, daily, all advice given by the Government regarding key changes to be implemented and discussed with key school staff.</p>	

Name of headteacher	Signature of headteacher	Date
Mr I Gates		21 May 2020

Risk assessment review 1	
Date	After day one
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 2	
Date	After day 2
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 3	
Date	After day 3
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 4

Date	After first week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 5	
Date	After second week
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 6	
Date	After third week (and weekly thereafter for next four weeks)
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	

Risk assessment review 7	
Date	Fortnightly
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	

Who was involved in the Review
Signature of those involved in the Review

Risk assessment review 8	
Date	Fortnightly
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	
Signature of those involved in the Review	