

CORONAVIRUS REOPENING RISK ASSESSMENT & PROCEDURE FOR FULL OPENING

Location / Site	Insert location and site where activity taking place
The Cowplain School	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Full Opening of School, September 2020	
Assessment date	Insert date when assessment is being carried out
25 August 2020	

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

In view of the new Covid-19 government guidance issued for full reopening in September 2020:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Government guidance and advice for parents:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<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 school environment 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 will return into year group community ‘bubbles’ and will be housed either in separate buildings or a separate area within a building. KS4 students will have access to specialist subject rooms. 2. Year group communities will have staggered start and finish times 3. Where possible, students should not arrive early to school but arrive a few minutes before their start time 4. On arrival to school, students should make their way to their learning community and should not gather and wait on the playground etc 5. Students should leave the school site immediately following the end of their school day unless they are using public transport, school buses or a confirmed place at an extra-curricular club 6. Where possible, students should continue to social distance 7. Staff should continue to social distance at all times and will only move around the school site when necessary 8. Classroom desks will be facing forwards, students will be seated with their backs to other students and spaced apart where possible. Students will not sit facing each other 9. Where possible, students will remain in the same classroom throughout the day limiting movement around the school site 10. Students will not enter or mix with other year group communities 11. Where possible, excess furniture and resources will be removed from classrooms 12. Students will follow the revised Behaviour Policy. Any student who does not follow the policy will be moved to the Learning Room which is split by year group 13. Lessons planned for individual work (no pairings or group work) 14. All staff and students will be informed and regularly reminded of the rules and procedures for social distancing and hygiene precautions 	

<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. Year group communities will have designated toilet facilities 2. Strict hand washing measures following use of toilet facilities 3. Extra signs in toilet re washing hands reminder and instructions 4. External toilet doors held open where possible if not fire doors 5. Extra soap and gels ordered to ensure we do not run out 6. 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
Break-times and hygiene 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. Breakfast will not take place in usual setting, food will be delivered to those students involved 2. Lunch breaks will be taken in year group communities 3. Lunch breaks will be taken in external areas unless the weather is inclement which if so, students will return to their allocated classroom and desk 4. Cowplain will follow the GL353 Option 1 CLEAPPS guidance for schools with regard to use of science labs 5. Students will be required to sanitise their hands before break-time and when entering the dining room area to purchase lunch 6. Replacement of finger print recognition system with contactless card. No cash payments will be taken in the dining area, all students must use the cashless catering system 7. Dining room areas will be cleaned between year group communities 	

<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 and higher risk subjects 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 should bring in their own stationery especially pens and pencils 2. Students should not share their stationery or equipment with other students 3. Lessons planned so resources are individual and not shared 4. Students should limit the amount of equipment brought to school 5. Where school equipment is shared i.e. PE, IT, Catering, Art, strict separation of equipment used, followed by cleaning with a fogging machine will be undertaken before use by other students 6. Whenever possible, PE lessons will be taken outside 7. No showers will be allowed following PE 8. Dance lessons will be moved to the Gymnasium 9. Music practical classes will be limited to a maximum of 15 students. Where possible, any singing will be undertaken outside. Music lessons will avoid the sharing of instruments. 10. Library books can be reserved and will be delivered to year group communities. Returned books will be quarantined for 72 hours and sanitised before returning to circulation. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Transportation to school 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 are encouraged to walk or cycle instead of using public transport 2. Students will have separate bicycle storage areas in their communities. Students will be required to provide a lock to ensure the security of their bicycle. 3. Students must wear a face mask or face covering on either a dedicated bus service or public bus service. Students should ensure they remove the face mask only by the straps and this is placed inside a plastic bag and inside their school bag 4. Students using school buses should only sit with students in their year group community and not mix with other year groups 	

5. Students should use hand sanitiser upon boarding and disembarking the bus
6. Students should distance themselves onboard the bus where possible
7. Students arriving on public transport earlier than their start time should make their way to their learning community
8. Students should socially distance whilst waiting for the bus service. Staff will manage this system for larger groups of students taking buses from school to home.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Vehicles on 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. Staggered drop off and pick up times for all year groups of students based on staggered start times 2. Instructions shared with parents and students regarding drop-off and collection point; Rose Building Car Park ONLY. 3. Parents must remain in their vehicles when dropping and collecting students 4. Parents should not use the main entrance driveway running past the school reception 5. Transport for resourced provision students has been arranged so students do not travel together in the same vehicle 	

<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 and tutor 2. Year group Pastoral Leaders will be based in year group community locations 3. Pastoral Leaders/SLT available for one-to-one support where required. 4. Recommendations provided for online resources for student well-being 5. The Government providing additional well-being support for mental health https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 	

<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. The Government providing additional well-being support for mental health https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 3. Virtual staff meetings and social wellbeing meetings/events for staff 4. Separate risk assessments for clinically extremely vulnerable staff 	

<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 – 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. All rooms and areas of use will be ventilated 2. Students may feel safer wearing a suitable face mask or covering, this is optional 3. Staff will sometimes wear face coverings when moving around the site or when in small spaces 4. Those wearing reusable face covering/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 followed with hand washing or sanitising. Disposable masks/face coverings should only be disposed of in a covered bin or placed in a plastic bag and taken home with them. 	

<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. All students and staff will wash their hands on arrival to the school site 2. Hand-washing facilities are available to all staff and students 3. Hand sanitiser available in all classrooms 4. Hand sanitising wall dispensers available around the school site 5. Tissues provided in each classroom 6. Hard surface sanitiser and cloths available in all classrooms 7. Students and staff should follow strict ‘catch it, bin it, kill it’ hygiene approach. Reminder posters in all classrooms. 8. Students and staff should use hand sanitiser before break, after break, leaving school, using the toilet and any time they cough or sneeze 9. Washing hands posters placed in all washing areas 10. Reminder posters how to wash hands properly 11. All rubbish should be placed in a bin by the user and not left for anyone else to clear up 	

<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. Employment of dedicated daytime cleaner who will undertake cleaning of touch points around the school site, scheduled cleans of toilet facilities, specific subject classrooms where class changes are required. Daytime cleaner will have use of a sterilising fogging machine 2. All surfaces, handles, light switches, photocopier controls, toilets and shared equipment will be cleaned each day by an external cleaning company using diluted bleach, disinfectant or Milton solutions 3. All bins to be emptied daily 4. Site Team must wear PPE and use specialist kits for any bodily fluid spillages 5. PPE will be worn by all cleaning staff 6. Where possible, soft furnishings will be removed from use in classrooms 7. The school and the schools contract cleaning company will follow the Government advice regarding cleaning of a non-healthcare setting. 	

<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 extremely vulnerable children, family members and staff 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. Shielding advice for those in this category has been paused as of 1st August allowing all students and staff to return to school 2. If rates were to increase in the local area, children and staff from that area only will be advised to shield where rates remain high 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Catering	
<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. Screens installed at all serveries 2. Avoid having open food counters at serveries 3. All kitchen staff to wear visors when serving (named visor and with strict hand washing measures of use) 4. Any staff choosing to wear masks, must ensure these are changed daily and either disposed of correctly if disposable or washed if reusable 5. As far as reasonably possible, kitchen staff should try to maintain 2m distance 6. Kitchen staff must practice frequent hand washing and sanitising 7. Kitchen staff must frequently clean surfaces, serving utensils and counters using D10 or Milton solution 8. Reminder signage placed in kitchens and dining room areas 9. Maximum of 2 persons in the kitchen staff changing room at any time 10. Contact with delivery drivers should be avoided 11. Deliveries to the kitchen external door only 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Extra-Curricular Activities 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. At the start of the academic year, for a period of approx.. 2 weeks, there are will be no extra-curricular activities on offer 2. Until Government advice changes, there will be no peripatetic music lessons 	

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
School Trips resulting in indirect 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. Initially there will be no school trips 2. Any transportation taken for a school trip, must be taken in year group communities 3. Any planned school trip will have its own risk assessment 	

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Student or staff who are ill or showing symptoms of Covid – 19 in school	
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. Any student or member of staff displaying symptoms should not come to school and book a test. Any parent displaying symptoms should also book a test. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Parents should contact the school daily reporting their child’s absence (023 9261 2020 - Option 1) advising students name, year group and symptoms 2. Students or staff who become unwell at school with a new continuous cough, high temperature or a loss of, or a change to, your sense of smell or taste must be sent home and are advised to follow the Government advice. Students should advise their teacher or Pastoral Leader who will contact Matron or a member of the SLT in the absence of Matron. Students will be removed and isolated https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus 3. Students awaiting collection, will be moved to the isolation room, located next to Matron’s office. Windows are to remain open and door closed 4. Any staff caring for a student or member of staff showing symptoms must wear PPE 5. If use of a toilet is required whilst waiting to be collected, the toilet must then be put out of use until thoroughly disinfected 6. If a member of staff shows symptoms, they should be moved to the isolation room and arrangements made to leave site immediately by either own transport or a taxi called (school will supply a mask for travelling home in a taxi) 7. In an emergency, call 999 if they are seriously ill 8. Parents and staff should advise the school immediately if they or their child test positive for Covid-19 and the school will engage with the NHS test and trace process 9. In the event someone from the school tests positive, the school will immediately engage with the health protection team and work with them to follow all the necessary procedures to ensure 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
Visitors and Supply Staff 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. Any short term supply staff or trainee teaching staff will be required to complete a number of health questions before being allowed access to the school site 2. Visitors, contractors and parents will be required to wear a face covering 3. Visitors to the school site will be kept to a minimum including parents 4. All visitors to the school site <u>must be by prior agreement only</u> 5. Any required parent meetings will be arranged outside of core school hours (8.20am – 3.30pm) 6. Reception door operated by access control system 7. 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. Contractors undertaking works located externally can continue as normal 3. All contractors onsite during the school day will be required to wear a mask or face covering 4. Site Manager and Site Team to make Cleaning staff aware of areas accessed for sanitising/cleaning purposes 5. Contract cleaning staff should not arrive onsite until 2.45pm and follow guidance regarding PPE, hygiene and social distancing as provided by their employer 	

<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. Students will not be sent to Matron 2. The Teacher will email Matron, Pastoral Leader and Mrs Hughes if a student is feeling unwell and arrangements made for Matron to attend the student in their learning community 3. Matron should try to maintain 2 metres distancing 4. 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 5. Those administering first aid must wear a visor, disposable gloves and wash hands thoroughly when gloves removed 6. All waste materials from the patient should be double-bagged 7. Call parent or NHS 111 if required 8. 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	
<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, 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 and/or use anti-bacterial wipes before and after use of shared equipment; kettles, photocopiers etc 8. Will ventilate the working area 9. Will not hot-desk 10. Capacities will be restricted in any staff work area 11. Limit use of any shared staff spaces 12. Staff must not car share 	

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>Review and updates will continuously be made to the risk assessment.</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	<i>K Webb</i>	August 2020

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

Name of headteacher	Signature of headteacher	Date
Mr I Gates	<i>I Gates</i>	August 2020

Risk assessment review 1	
Date - 1 September 2020	All possible measures to be taken before schools and colleges close
1.	Following Government guidance issued on 28 August 2020, regarding local lockdowns, all possible measures will be undertaken before any actions are taken to restrict continuous education for students at The Cowplain School.
2.	Under any local lockdown restrictions, following Government guidance Tier 1, all students would be required to wear a face mask or covering in a communal area or corridor. Local authority leaders and directors of public health would take decisions when a move from Tier 1 was appropriate, either to remove the measure or move to Tier 2.
3.	Tier 2 would implement a rota system of attendance to break any transmission chains.
4.	Tier 3 and 4 would be a system to provide remote full-time learning, with vulnerable and critical workers children continuing to attend school.
5.	
6.	
Who was involved in the Review – Guidance issued by Government 28.09.20	
Signature of those involved in the Review	

Risk assessment review 2	
Date - 10.09.20	Internal Review
1. Specific seating located at the end of desks/rows within classrooms for Learning Support Assistants.	
2. All staff will wear masks or face coverings whilst travelling around corridors around the school site, if the area is populated.	
3. Dedicated area for food purchases during break by Learning Room students	
4. Food Technology staff will collect ingredients requiring refrigeration from year group bubbles first thing in the morning.	
5. No alcohol based hand sanitiser to be located within science labs.	
6. Alcohol gel sanitiser should not be used by students before undertaking any science practicals.	
7. Staff will escort all students from the school site at the end of each year group community finish time, to ensure that no year groups mix.	
Who was involved in the Review – Headteacher, Deputy Headteacher, Site Manager	
Signature of those involved in the Review	

Risk assessment review 3	
Date - 24.09.20	Internal Review
1. Science practicals have now been re-introduced to the curriculum and all science equipment is fogged with sterilising solution.	
2. Manual barrier placed daily over top gate entrance to stop staff, deliveries etc using the driveway whilst students arrive and depart from school.	
3. Lost property will no longer be stored in a central location but passed to PLs to store in year group communities.	
4. For the two year group communities located near to the sports area during break-time, the astro pitch will be available to students wishing to play football (for health and safety, students must have the correct footwear).	
5. Any student facing visitors will be temperature tested and a risk assessment undertaken.	
Who was involved in the Review ; Headteacher, Deputy Headteacher, Site Manager, Matron	
Signature of those involved in the Review	

Risk assessment review 4

Date 24.09.20	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	