



COVID19: Re-opening Risk Assessment

School: St James CE Primary School	Assessed by: J Peacock K Wolton	
Task/Activity: Reoccupation March 2021	Date Assessed: 22/2/2021	Review Date:

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- School level risk assessments

Steps of Re-opening Preparation:





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Task	Hazard/ Risk	Persons at risk	Controls in place	Se ve rit y (1 - 5)	Lik eli ho od (1- 5)	R is k / P ri o ri t y	Additional controls required
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	<p>Response to confirmed case of COVID19 in school: Contact with persons suffering from coronavirus</p>	<p>Employees Pupils Contractors Visitors</p>	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Any child displaying symptoms will wait in the Safe Harbour for collection. SLT to accompany child with PPE being worn. Should both SLT be unavailable, class TA to remove child to Safe Harbour, don PPE and sit with child until parent arrives. Concerns should be raised via email to the office. JT will take the appropriate action</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	2	2	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf</p> <p>Telephone - 0800 046 8687</p> <p>Control measures will be revised and updated as new guidance is received.</p>
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<p>Response to suspected case of COVID19 in school: Contact with persons who may have been exposed to coronavirus</p>	<p>Employees Pupils Contractors Visitors</p>	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to a person showing symptoms, but not tested should wash hands thoroughly and be alert for symptoms for 10 days but do not need to isolate</p>	<p>2</p>	<p>2</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf</p> <p>Control measures will be revised and updated as new guidance is received.</p>
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	<p>Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus</p>	<p>Employees Pupils Contractors Visitors</p>	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	<p>2</p>	<p>2</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>
	<p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in marked black bin and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	<p>2</p>	<p>2</p>	



	<p>Contracting and spreading of infection: General guidance</p>	<p>Employees Pupils Contractors Visitors</p>	<ul style="list-style-type: none"> • Only essential visitors to site and by prior arrangement • Undertake the Ellis Whittam COVID-19 Contractor Checklist-inviting contractors on site. • All visitors to site to complete Covid-19 visitor declaration • Curriculum to run as normal with attention paid to increased hand washing, good respiratory hygiene and regular cleaning of frequently touched surfaces • Governors meetings cancelled/held remotely until further notice. • Discussions with insurer to determine further requirements. • Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'. (See plan) <p>Communications with parents:</p> <ul style="list-style-type: none"> ○ Plan for March opening ○ Soft start (8.45 - 9.00am) ○ Staggered end to the day ○ 'Bubble' arrangements <p>Pupil communications around:</p> <ul style="list-style-type: none"> ○ Expectations when in school and at home ○ 'Bubble' arrangements <ul style="list-style-type: none"> • Regular family contact to ensure that children from families with symptoms do not attend school. • Cycle storage facilities available - employees and pupils encouraged to walk/cycle to school (where feasible). • The usage of play equipment is supervised and will not be used by more than one bubble. • Established arrangements are in place between the school and transport companies. • Records maintained of staff/pupils who have been tested for COVID-19. • Close liaison between families regarding symptoms - the school will not monitor temperatures. • Staff who are meeting across bubbles must wear face covering • Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone. • Where eligible and able, employees are strongly recommended to take part in the government's vaccination programme for COVID-19 to prevent the spread of the virus and help protect everyone within the workplace. • Employees that have been vaccinated must continue to practice social distancing measures, including the wearing of face coverings where required until further notice from the government is provided <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Asymptomatic testing</p> <ul style="list-style-type: none"> • All staff in school will test twice weekly at home (Wednesday and Sunday evening). • Results must be reported on the gov. website. • Positive results must be reported to the head teacher before 7.30pm • Positive LFD test results must be followed up with a PCR test • Asymptomatic testing does not replace the current testing policy for those with symptoms; anyone with symptoms, even if they recently had a negative LFD test result, should still self-isolate immediately according to government guidance. They should also book a PCR test to check if they have the virus. • If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work. 	<p>2</p>	<p>2</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated as new guidance is received.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>See plan for reopening</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>
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	<p>Poor hygiene and welfare conditions leading to potential infection and wellbeing concerns</p>	<p>Staff Visitors Delivery drivers Pupils</p>	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often. Each class to have a schedule for handwashing and table cleaning that must be adhered to - checklist • Hand sanitiser to be available in each entrances and exits of buildings, staff room. • Hand sanitiser will be used a certain times of the day with pupils, under supervision • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. (break and lunch) • Do not touch your eyes, nose or mouth if your hands are not clean. • Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides, etc.). • Toilets to have a regular supply of hot and cold water complete with soap and towels. • Kitchen area to have a safe supply of mains cold water. • Hand-contact points cleaned daily/where practicable. • Toilets and kitchen area to be regularly cleaned. • Anybody entering the building must wear a face mask, including into the air lock • In communal areas all staff to wear face coverings • Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone. • Protocol for absent child flow charts to be available in all class rooms 	<p>3</p>	<p>3</p>	
	<p>Buildings and Facilities unsafe / not prepared for reoccupation</p>	<p>Employees Pupils Contractors Visitors</p>	<ul style="list-style-type: none"> • Premises and utilities have been health and safety checked and building is compliant. • Entry and exit routes to the school are in place. • External doors used by students where possible. 	<p>2</p>	<p>2</p>	



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	Changes to Emergency Procedures / evacuations	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. Up-to-date emergency contact details held. 	1	1	
	Changes to Classroom set up to minimise infection risk	Employees Pupils	<ul style="list-style-type: none"> Use of outdoor spaces for teaching and learning. Student iPads for use by FS, yrs 1,2,3 students only Chrome books use by yrs 4,5,6 Teacher iPads and laptops not to be used by students Windows opened to allow ventilation during lessons Doors open at break and lunch time to allow for complete ventilation Removal of carpet spaces in some classrooms to allow for spacing of desks 	3	3	
	Risk to staff and ability to fulfil teaching capacity (Staffing)		<ul style="list-style-type: none"> Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. Information shared with staff around the March opening, returning to site, amendments to usual working patterns/practices and groups. Lunch and breaks staggered to minimise social gatherings for pupils and staff. New and expectant mothers risk assessment completed. (N/A) Risk assessment in place for specific member of staff All other normal staffing routines and arrangements reviewed in light of COVID19 	2	2	
	Catering	Staff Pupils	<ul style="list-style-type: none"> Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals. School kitchen follows guidance of social distancing and other requirements - see Central Catering risk assessment Kitchen staff to wear a mask if they need to enter the dining hall when there are lots of people in there School staff to not enter kitchen Perspex screen in place to protect serving staff 	2	2	



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PPE	Staff	<ul style="list-style-type: none"> PPE requirements understood and appropriate supplies in place. Close contact kits with visors for all Trust schools 	2	2	
Safeguarding	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> Individual pupil risk assessments are in place Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. Updated Safeguarding Policy in place. Work with other agencies has been undertaken to support vulnerable pupils and families. Consideration given to the safe use of physical contact in context of managing behaviour. See school relevant documentation 	2	2	
First Aid	Pupils Staff	<p>An adult in classroom is first aid trained. For minor injuries if there are bodily fluids gloves, face mask and an apron must be worn. Any child showing signs of Covid19 symptoms will be dealt with by the designated member of SLT in the isolation hub wearing appropriate PPE. Each hub will have a first aid kit, head bump wrist bands and a supply of gloves, aprons and face masks. In event of head bump email Janine so she can message parents All inhalers and epi-pens in appropriate classroom</p>	1	1	



Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood

1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX

LIKE LIH OO D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	



SCHOOL ACTION PLAN

Action	Yes	Confirmed by	Comments