

Risk assessment – Schools Risk assessment for Full Opening during Covid-19 - OHS CF 015 010/3a

Corporate Health & Safety created this risk assessment on: 9 July 2020 (Corporate Health & Safety Review Date 9 July 2022)
 Directorate: Children's Services Department: Education, Partnership, Schools and Colleges
 Service: Education (LBB-run schools) Location: All schools
 Manager Completing Form: Melanie Neale Date Completed: 13/07/20

Overall risk rating: 6 (LOW)

Instructions:

1. This applies to all work activities that fall under this particular task.
2. If this risk assessment does not cover all of the hazards and existing control measures required relevant to your service, you should add them below at 'Other risks (please detail)' and notify the Corporate Health and Safety Team by sending the risk assessment attached to the email.
3. If further controls are necessary, these should be recorded in the 'Additional controls to reduce risk' column and a revised lower score given.
4. Please communicate this risk assessment to all your staff e.g. via email, team meetings etc evidencing how you do this.
5. Review the risk assessment annually, after an accident/incident or significant changes to the workplace or working processes.

Terminology:

- **Activity-** The type of work being undertaken e.g. use of a piece of electrical equipment or machinery.
- **Hazard-** Something with the potential to cause harm. Harm can be physical, chemical, biological or psychological.
- **Control Measures-** Actions taken to prevent hazard being realised. Control measures can include such areas as training, supervision, safe systems of work, maintenance procedures, physical measures such as guarding and personal protective equipment.
- **Likelihood** – the chances of harm occurring on a scale of 1 to 5 with 1 being highly unlikely and 5 being highly likely
- **Risk Rating-** Multiply the likelihood figure by the severity figure to get the risk rating after the existing control measures have been considered.
- **Severity** – the level of harm/injury caused by the accident or incident, on a scale of 1 to 5 with 1 being No injury and 5 being a fatality.

**Likelihood (L) x Severity (S)
= Risk Rating (RR):**

	L = 1	L = 2	L = 3	L = 4	L = 5
S = 1	1	2	3	4	5
S = 2	2	4	6	8	10
S = 3	3	6	9	12	15
S = 4	4	8	12	16	20
S = 5	5	10	15	20	25

Possible Likelihood

- 5 Highly likely
- 4 Likely
- 3 Possible
- 2 Unlikely
- 1 Highly unlikely

Possible Severity

- 5 Fatality
- 4 Major injury
- 3 Hospital treatment
- 2 First aid required
- 1 No injury

Rating	Action
15-25 Very High	Work should not be undertaken without reducing risk
10-12 High	As above
8-9 Moderate	Work fine to continue. Additional controls should be considered
4-6 Low	Work fine to continue with existing controls
1-3 Very Low	As above

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				L	S	RR		L	S	RR
<p>General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p>	<p>Staff and pupil concerns not taken into account. Concerned about return to work and school</p>	<p>Staff and pupils</p>	<p>This risk assessment should be read in conjunction with the Action Plan that will need to be completed. It is circulated to all schools for dissemination by the school's own internal school consultation and training methods and reassurance will be sought that an Action Plan of all control measures in this risk assessment is completed by each school.</p> <p>Actions Plans for Community Schools must be returned to The Education Team to confirm the school has completed all necessary actions.</p> <p>The government is promoting the return of all school pupils from September. Likewise, nursery settings, breakfast and after school clubs will be encouraged to re-open in full. The following government advice was published on 7 August. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health and safeguarding impacts from being out of school. The Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Maintain regular and timely communication with all staff via group messaging facility and emails as well as face to face meetings and virtual meetings.</p> <p>The health status and availability of every member of staff is known, is regularly updated and informs deployment.</p> <p>Risk assessments are agreed for members of staff in vulnerable categories.</p> <p>Staff informed about risk assessment and new policy, procedures and systems. Staff to sign that they have read and fully understand the documents.</p>			

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							<p>Current government guidance is being applied</p> <p>Clinically vulnerable staff work at school, following socially distancing guidelines</p> <p>Flexible and responsive use of TAs, HLTA to supervise classes is in place</p> <p>All staff signed code of conduct and staff handbook.</p> <p>Appendices: Staff Protocols and Routines Staff Handbook Staff Code of Conduct Parent handbook Reopening to the Whole School Strategy Recovery Curriculum Behaviour Policy Safeguarding Policy Bereavement Policy PE Policy Fire Evacuation First Aids Needs risk assessment Vulnerable Staff Risk Assessments</p>			
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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission	Staff and children	<p>To minimise risk, all elements of the system of control measures in this risk assessment must be put in place and remain until the pandemic ceases. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents must be recorded on an accident/incident form and communicated on My View to Corporate Health and Safety' so that control measures are continually reviewed.</p> <p>As required under health and safety legislation, staff should be consulted on risk assessments and findings published to staff. It is best practice to share the risk assessment also with parents and the HSE requires that for schools who employ more than 50 people, that it is published on the external website.</p> <p>Where a suitable and sufficient risk assessment is in place, LBB Insurance</p>	1	4	4	<p>Children will arrive at the Gravel Hill Entrance in staggered timings. Only 1 adult per child (Nursery to Y1) should bring their child to school and collect them.</p> <p>Parents to exit via Watling Street, following a one way system.</p> <p>Children will enter the building via their fire door, in their year group bubble and sanitise on entry.</p> <p>Communication outlining expectations for drop-off and collection – a one way system in place.</p> <p>Avoid close proximity with staggered times Individual groups allocated different exit points for the end of the day.</p>			

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			<p>will cover Covid-19 related incidents for Community Schools</p> <p>A General Covid-19 risk assessment is in place for LBB staff and communicated within each school's own cascade system. Staff informed of plans (for example safety measures, timetable changes, staggered arrival and departure times and consulted for any concerns). The Council consults with the Unions weekly as well as in meetings with the Local Consultative Group (LCG) to ensure a corporate approach to risk controls, which includes community schools. Other schools should ensure that any appropriate steps have been undertaken consistent with procedures for their own school.</p>				<p>Start and finish times are staggered.</p> <p>The use of available entrances and exits is maximised.</p> <p>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</p> <p>Weekly messages to parents stress the need for social distancing at arrival and departure times.</p> <p>Carefully planned drop-off and collection times communicated to all members of the school community</p> <p>Importance of adhering to the times communicated</p> <p>Clear instructions shared about what parents should do if unavoidably late – wait until after all drop off / pick up times have been completed and then go to the main reception area</p>			
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			<p>free webinar for school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access it online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details.</p> <p>Curriculum focus on wellbeing and time allowed in the timetable for pupils to share their concerns.</p>				<p>effects of the current situation of mental health.</p> <p>Additional PSHE sessions have been included for all year groups.</p> <p>Listening Ear system in place</p> <p>Transition books sent out during the school holidays.</p>			
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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>SENCO to contact secondary school Inclusion Manager to discuss pupils transitioning who are vulnerable and/or have additional need.</p> <p><u>Current guidance up until August 2020 only:</u> Follow risk assessment CF015 010/3 until August 2020 before full re-opening of the school. Current government guidance (from 10 July) regarding education and childcare settings. Two metre social distancing should remain in place until the end of the current term to July 2020. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>				<p>INCO has completed all transition documentation and forwarded to Bexley LA.</p> <p>INCO 1-1 dialogues with pastoral staff at secondary schools for SEND pupils.</p>			

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and children	<p>Guidance for schools from September 2020: The following 9 control measures must all be met, more details of which are explained below in numbered Activities 1-9 from page 6.</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 	1	4	4	<p>Parents to inform school of any suspicions or confirmed cases of COVID19. Office to follow absences to clarify reasons for absences.</p> <p>Staff and parents to be informed of any confirmed cases.</p> <p>Children and staff will sanitise and wash hands, at the start and end of the day, lunchtimes, breaks, PE sessions and any outdoor learning activities. Children and staff to be constantly reminded about "catch it, bin it, kill it"</p> <p>Pupils and staff to wash their hands or use hand sanitisers: before leaving home on arrival at school after using the toilet after breaks</p>			

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			<p>9) contain any outbreak by following local health protection team advice</p>				<p>before eating before leaving schools</p> <p>Each classroom has its own sink with soap</p> <p>Children to be taught about correct handwashing</p> <p>Additional hand sanitisers placed around the school including entrances and a mobile hand sanitiser unit Pupils do not share cutlery, cups or food.</p> <p>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</p> <p>All classrooms and other rooms being used by children and staff will have a cleaning rota, clearly displayed, indicating</p>			
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							<p>when the room was cleaned and by whom.</p> <p>Queuing zones for toilets and hand washing have been established and are monitored.</p> <p>Pupils informed that they should use the toilet one at a time.</p> <p>Pupils are encouraged to access the toilet during class/ throughout the day to minimise queuing.</p> <p>The toilets are cleaned frequently and a record sheet for checking is completed regularly.</p> <p>Taps and door handles will be cleaned, regularly.</p> <p>Monitoring ensures a constant supply of soap and paper towels.</p>			
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<p>Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically</p>	Risk of Covid-19 transmission	Staff and children	<p>The return of pupils/staff who are shielding or self-isolating</p> <p>The majority of pupils and staff can return to school in September.</p> <p>A small number of people will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.</p> <p>Shielding advice for all adults and children who are extremely clinically vulnerable paused on 1 August, subject to a continued decline in the rates of community transmission (R rate) of COVID-19, however schools must consider this on a case by case basis. Read the current advice on shielding (7-7-20) updated (10-8-20). Pregnant staff will require a personal risk assessment as women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. Strict social distancing and hygiene controls must be applied.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a health professional may need to discuss their care before returning to school (usually at their next planned clinical appointment). Royal College of Paediatrics advice is available COVID-19 -</p>	2	4	8	<p>Individual risk assessment conducted for any pupil who is deemed to be extremely clinically vulnerable.</p> <p>Office staff aware of children and staff with extreme medical needs, so absence can be recorded appropriately.</p>			

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			'shielding' guidance for children and young people. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, continue to offer them access to remote education.							
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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	<p>If rates of the disease rise in a local geographical area that results in lockdown but this does not result in a whole school closure, children from the area in lockdown may be allowed to temporarily absence until restrictions are lifted. Those pupils must be supported to continue to learn at home.</p> <p>Arrangements for those with symptoms</p> <p>Staff and children should not attend if they have Symptoms of Covid-19 or are self-isolating due to confirmed cases in their household. Parents must be told to strictly adhere to this. Symptoms include a high temperature, new continuous cough and loss of taste or sense of smell.</p> <p>If someone develops symptoms at school they must be isolated in a separate and sent home immediately to begin self-isolation and get tested within 5 days of symptoms appearing. The person with symptoms must follow the stay at home guidance.</p>	2	4	8	<p>Any child who is unable to attend school, due to shielding advice will be provide work through DB Primary.</p> <p>Communication is clear to all parents and staff regarding actions to be taken if they have suspected symptoms.</p> <p>Online learning will be provided for anyone child who is self-isolating.</p> <p>Any person displaying COVID-19 symptoms or who lives with someone displaying symptoms must not attend school and</p>			

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			<p>Arrangements must be in place for how and where those with symptoms will be isolated from the rest of the school whilst awaiting the transport/lift home. The isolation room should have good ventilation, a closing door and minimal furnishings to allow for ease of cleaning.</p>			<p>adhere to Government advice.</p> <p>Information shared regularly with parents and staff Guidance posters displayed.</p> <p>Staff and pupils to access COVID-19 testing and must not return until the test outcome is negative or quarantine period is passed.</p> <p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing , high temperature, lack of smell and taste are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil who displays signs of being unwell is immediately referred to the designated COVID-19 First Aider (Mrs.Tamsett) COVID-19 First Aider follows guidance in line</p>			
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						<p>with the Infection Control Policy and ensures that any unwell pupils are moved to an empty room(the library) whilst they wait for their parent to collect them.</p> <p>Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen.</p> <p>The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</p>			
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							<p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</p> <p>If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.(The male toilet near the library)</p> <p>Parents are provided with a small card containing information about obtaining a test and will not be able to return to school until it is confirmed the test is negative.</p> <p>Parents follow procedures for the return of pupil.</p> <p>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>			
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							Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.			
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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	Staff who closely help the person with symptoms must wear a face mask, gloves and goggles if breaking social distancing but they do not need to self-isolate unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after contact with the unwell person and follow decontamination cleaning advice for the room. <u>Test and Trace</u> Schools should actively engage with the government's Test and Trace system and contact LBB's Public Health Response Cell for assistance or if urgent, call 0300 303 0450. To support Test and Trace, the school should hold records of visitors or parents who actually enter buildings for pick ups/drop offs, for 21 days. This reflects the incubation period for COVID-19 and allows time for testing and	2	4	8	School provides all members of the community with details of how and where to book a test, on a weekly basis. All staff are prepared for a local lockdown and remote learning to be readily available.			

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		<p>tracing. After 21 days, this information should be securely disposed of or deleted.</p> <p>Schools must ensure that staff members, pupils and parents/carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known, immediately.</p> <p>The school should not ask for proof of a negative test. Actions from test results are explained below.</p>			<p>Any confirmed cases will mean that the year group bubble will need to be shut down for 14 days.</p> <p>All areas that have been used by the year group bubble will be thoroughly decontaminated.</p> <p>Any staff who have interacted within the bubble will need to self-isolate for 7 days and undertake a test.</p>			
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<p>Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p>	Risk of Covid-19 transmission	Staff and children	<p>Any action to prevent further infection will be guided by the health protection team who advise who needs to self-isolate from the school by number of confirmed cases in the school. The school must protect the confidentiality of those tested positive. In some cases, a larger number of other children may be asked to self-isolate as a precaution.</p> <p>Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) within 5 days of symptoms starting.</p> <p>A negative test means that even if the child/staff member feels well, they must still self-isolate for a period of 10 days as symptoms could still develop. Other members of the household can stop self-isolating unless they develop symptoms themselves. If however, household or class group members have needed a test because someone in their home/class was tested positive, and this comes in as negative, they must all continue to self-isolate for 14 days as symptoms could still develop. The household members of those sent home to self-isolate do not need to self-isolate themselves unless the person sent home to self-isolate develops symptoms or tests positive.</p> <p>A positive test ensures rapid action to protect others. Those who are positive must inform the school and follow the 'stay at home: guidance for households with</p>	2	4	8	<p>The school will provide information relating to staff and pupils who have had contact with infected individuals.</p> <p>An enhanced cleaning schedule is in place, with a checklist in all rooms to indicate when the room has been cleaned.</p> <p>All classrooms have a sink with hand soap and paper towels and also have hand sanitiser. Hand sanitiser stations are positioned at key points around the school.</p>			

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			possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste.								
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Guidance points 1, 7, 8 and 9: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)	Risk of Covid-19 transmission	Staff and children	<p>This is because a cough or loss of smell can last for several weeks once the infection has passed. Where a pupil or staff member tests positive, the rest of the class or bubble group should self-isolate and get tested and stay at home for 14 days from when the first person in contact with them was symptomatic. The other household members of the first person who tests positive must also self-isolate for 14 days even if symptoms were not apparent in the first person in the household.</p> <p>Advice can be sought from the health protection team who will work with the school to find out who has had close contact i.e. face to face with an infected individual for any length of time within 1 metre, including being coughed on or skin to skin contact and other proximity contacts for more than 15 minutes. Also, they will identify anyone in shared transport. Follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>There must be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. Ensure the school has extra cleaning regimes and appropriate cleaning products. Minimum twice daily.</p> <p>Normal detergents and bleach will remove traces of Covid-19 virus but check manufacturer's instructions so that furniture is not ruined by the products. Ensure sufficient supplies kept in locked cleaners cupboards.</p>	2	4	8	<p>Staff and children sanitise/wash their hands on arrival at school and throughout the day.</p> <p>There are no hand dryers in school.</p> <p>Staff supervise children using hand gel.</p> <p>Posters around hand hygiene placed in all classrooms and toilets.</p> <p>Children reminded about "catch it , bin it , kill it" and good hand hygiene.</p>			

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Guidance points 1, 7, 8 and 9 (continued)	Risk of Covid-19 transmission	Staff and children	<p>Ensure sufficient handwashing facilities are available in toilet blocks. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p>Those staff asked to clean must be provided with training to do so.</p>	2	4	8				
Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry with paper towels thoroughly.</p> <p>Switch off hand dryers which can spread microbes.</p> <p>Review the NHS guidance on hand hygiene Clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Supervise use of hand sanitisers around the risk of ingestion. Ensure that help is available for children and young people who have trouble cleaning their hands independently. Consider use of posters on hand hygiene.</p> <p>Small children with complex needs may need support so skin-friendly wipes may be an alternative.</p> <p>Children are encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Provide tissues in classrooms and lidded bins. Ensure that bins for tissues are emptied throughout the day.</p>	2	4	8				

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<p>Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning (continued)</p>	Risk of Covid-19 transmission	Staff, children, visitors and contractors	<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>Normal personal hygiene and washing of clothes following a day in an educational or childcare setting is sufficient and it is possible for children to wear school uniforms.</p> <p>Public Health England does <u>not</u> recommend the necessity for face coverings in schools as misuse could accidentally increase the risk of transmission (however see public transport requirements below).</p> <p>Pupils wearing face coverings must be told not to touch the front of their face covering when removing it and wash their hands upon arrival.</p> <p>Covered bins should be provided for disposable face coverings and pupils reminded to put their re-usable face coverings in plastic bags to take home to wash every evening.</p>	2	4	8	<p>All classroom vents are opened first thing in the morning and classroom doors are left open.</p> <p>Children will be wearing school uniform.</p> <p>On days when the children have PE, they will be asked to come dressed in their PE kit.</p> <p>Children who have face coverings for use on public transport , keep them in their own bags to take home at the end of the day.</p>			

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				L	S	RR		L	S	RR
<p>Guidance Points 2, 3 and 4. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhance cleaning. (Continued)</p>	Risk of Covid-19 transmission		Teachers and SEND support staff could plan a routine for pupils with SEND to help them understand requirements whilst they are in school, with the aid of pictures and story-telling.	2	4	8	Staff working with SEND pupils will liaise with INCO as to the support necessary for individual pupils relating to the importance of hand and respiratory hygiene. This may include social stories.			
<p>Guidance Point 5. Contact between individuals</p>	Risk of Covid-19 transmission	Staff and children	<p>Schools must reduce the number of contacts and mixing which occurs whilst at school whilst delivering a broad curriculum. This is done by reducing contact between children and staff via 'bubbles' and socially distancing in primary schools where possible.</p> <p>The ability to socially distance depends on the age of the child, the layout of teaching areas and, for secondary schools, the feasibility of keeping groups apart in the curriculum. Therefore, social distancing is the main key control measure for secondary schools.</p>	2	4	8	<p>Children will be in year group bubbles.</p> <p>Staff will remain with bubbles, wherever possible.</p> <p>PPA will be delivered by the same support staff each week where possible.</p> <p>Children will be constantly reminded about social distancing.</p>			

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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission	Staff and children	<p>It is recognised that small children in primary schools cannot be expected to always adhere to social distancing, therefore the use of 'bubbles' reduces the risk of mixing.</p> <p>Bubble sizes may be able to increase if the decrease in prevalence of Covid-19 continues. Teachers may need to move across different groups, so teachers socially distancing from the pupils is advised.</p> <p>The layout of teaching staff desks at least 2 metres from the pupils is one control measure. Where teachers need to move closer to pupils to communicate, they should avoid face to face contact and try to minimize time spent within 1 metre of anyone. Avoid touching.</p> <p>Classroom desks should be forward-facing so that children do not face each other (sneezing and coughing tends to project mainly forwards). This may mean removing unnecessary furniture from the room or using a larger room/hall spaces to achieve this.</p> <p>Schools should limit interaction of groups in shared areas such as dining halls and avoid assemblies at present. This can be done by reviewing lunch timings for different groups and extending the lunch period where possible.</p> <p>Groups should move around the site at staggered times and where this is not possible, set up 'keep left' or barriers to keep groups that are passing, apart. Consider pinch points in the school that are narrow and whether one-way systems will help</p>	2	4	8	<p>Children will be taught in year group bubbles. In EYFS children will be able to access the outdoor area, as well as their classrooms.</p> <p>All staff will follow social distancing regulations.</p> <p>Teachers will deliver lessons from the front of the classroom, keeping a 2 metre distance from pupils.</p> <p>Where staff need to move around the classroom, they will avoid face to face contact.</p> <p>Staff must avoid touching children.</p> <p>Classrooms in KS1 and KS2 will be set up with desks facing forwards. In EYFS children will be facing forward on the carpet and limited to numbers of children sitting at tables.</p>			

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			reduce risk. The use of staggered start and finish times to and from school is also advised.				<p>Lunchtimes and playtimes are staggered.</p> <p>A one way system is in place throughout the school.</p> <p>Staggered start and finish times.</p> <p>There will be no contact sports/games taught and singing will be limited to very small groups facing forwards or taught outside.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of transmission from shared equipment	Pupils and Staff	<p>Limit the amount of shared resources such as books that are taken home and limit exchange of take-home items between children and staff. Class bears should not be used.</p> <p>Limit the bringing of items to school such as lunch boxes, hats, books, stationery and mobile phones. Prevent the sharing of stationery and other equipment by staff and children, where possible. Shared staff materials and surfaces, such as files,</p>	2	4	8	<p>Posters reminding visitors about socially distancing and good hygiene are on display in the lobby.</p> <p>Arrangements for parents meetings will be organised in line with current guidance.</p>			

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		<p>photocopier keypads and entry buttons, should be cleaned and disinfected more frequently. Practical lessons can go ahead if equipment can be cleaned thoroughly between each group.</p> <p>Outdoor play equipment should be cleaned more frequently (at least twice a day) and children encouraged to wash their hands after break time and not put their hands to their mouths at play time. Curriculum activities such as music (singing), playing wind instruments and physical activity where breathing expels more air must be planned for socially distancing if indoors with maximum numbers of 15 pupils. Physical activity should preferably take place outdoors. Instruments must be thoroughly cleaned between each group use.</p>				<p>Visitors sign in via the inventory, which prompts questions relating to COVID-19. All visitors by appointment.</p> <p>Used passes will be stored in a sealed box to be cleaned.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Guidance Point 5. Contact between individuals (continued)	Risk of Covid-19 transmission from visitors and parents	Staff and pupils in contact with visitors and parents	<p>Reception tell visitors and contractors to socially distance and follow good hygiene upon entry to building and use of notices to remind visitors. A record should be kept of all visitors. Visitors and contractors are by appointment only, and only allowed into the building for essential services.</p> <p>Contractor visits planned so they do not overlap with other contractors working in the same area. Also consider if work can be done out of hours when staff not in.</p> <p>Revise signing in procedure so that Reception can sign the person in, to avoid the sharing of pens. Consider how visitor passes will be cleaned after each use if they are the variety that hangs around the neck.</p>	2	4	8				

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	Use of supply teachers or specialist travelling teachers	Staff and pupils in contact with visiting teachers	Supply teachers, visiting teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Visiting teachers must comply with the site rules for Covid-19 controls and be shown the school risk assessment. Where possible, retain the same supply teacher in the same bubble.	1	4	4				
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	R		L	S	RR
Guidance Point 6: Use of PPE	Incorrect use of PPE putting user at risk of catching Covid-19	Staff, children with special needs	<p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist children with intimate, special or medical care needs. A risk assessment for assisting those pupils should be carried out to identify PPE such as gloves, protective mask, goggles and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs: Goggles, face mask, apron and gloves. Please note these videos on putting on and taking off PPE and the poster guide. Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE</p> <p>Face coverings may be beneficial for short periods indoors where risk of close social contact with people you do not usually meet</p>	2	4	8	<p>PPE is available for all staff dealing with intimate/medical care. Medical bags contain PPE equipment. First aid bags are taken out at playtimes and lunchtimes.</p> <p>First aid stations in the new build and main building contain PPE equipment.</p>			

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			occurs and where social distancing cannot be kept, for example on public transport or in some shops but under present government guidance, these are not required inside schools.						
Emergency arrangements for First Aid provision and CPR, Fire procedures	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	School must update their First Aid Needs risk assessment (available on BSN). Two-metre social distancing not applicable. First Aiders issued with PPE (goggles, gloves, mask and apron). Do not carry out mouth to mouth resuscitation, only chest compressions. See guidance video from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/	2	4	8	All staff informed of first aid needs risk assessment.		

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Emergency arrangements for First Aid provision and CPR, Fire procedures (continued)	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and children	All emergency personnel must practice good sanitation measures afterwards including washing hands. There is guidance for first responders . Minimum number of first aiders on site daily in line with the first aid risk assessment and continual review based on occupancy and tasks. Must socially distance in groups at any assembly points during fire evacuation.	2	4	8	All TAs and MDS staff are trained 1 st aiders in addition to the office staff. Staff informed of social distancing rules during fire evacuation.			
Use of public transport or use of	Risk of Covid-19 transmission	Children, accompanying staff and 3 rd party drivers of transport	Encourage staff and the parents with their children to walk or cycle to school where possible and encourage staggered start times to take account of peak travel and limits on	2	4	8	Staggered start and finish times in operation.			

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about return to school.			<p>room, making deliberate contact with other pupils or not following one-way systems. Parents must be told the importance of the behaviour policy to discuss it with their children.</p> <p>All children are expected to return to school unless a medical professional has advised against this or if geographical lock downs or bubble group isolations occur, in which case please continue to support home working.</p>				Parents informed as to expectation of pupils full attendance.			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Behaviour policy and attendance expectation. Anxiety about return to school (continued)	Risk of Covid-19 transmission	Staff and children	Schools must discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group). The risk assessment should be discussed and reassurances given that risk is as low as reasonably practicable. Support can be sought from the Head Teacher and the Education Team at London Borough of Bexley if in any doubt. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school	1	4	4	Risk assessments produced for staff returning from shielding. Risk assessments produced for the staff within the BAME group. All staff provided with details linked to			

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			staff and targeted support for mental health and wellbeing.				the EAP service.			
Communi- cation to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Refer to Government publication on what parents and carers need to know</p> <p>Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.</p>	1	4	4	<p>Weekly newsletter reminders for parents relating to COVID-19.</p> <p>Weekly reminders to all staff, parents and children about not entering the site if they are displaying symptoms.</p> <p>Only 1 parent to accompany their child on the site.</p>			

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Communi- cation to parents (continued)	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Children and staff	<p>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).</p> <p>Make clear to parents that they cannot gather at entrance gates or doors, or enter the site</p>	1	4	4	Parents informed of the start and finish times of the day. This includes details of which gate they can access.			

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			<p>(unless they have a pre-arranged appointment, which should be conducted safely).</p> <p>Ensure parents and older children who may travel alone are aware of recommendations on transport to and from education or childcare settings (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed.</p> <p>Any parents who need to attend the school during the day to administer medication to their child, must be isolated from the other children and consider use of a separate room to administer. Any arrangements would need to be agreed beforehand.</p> <p>Encourage surveys to parents to collect in any concerns. Set up an email address which is monitored for parent concerns and consultation.</p>				<p>Parents are asked to contact the school via email or phone call.</p> <p>Staff meetings held with discussions around changes to start and finish times. All information shared with staff electronically.</p> <p>Parents needing to provide medication to their children will be asked to use the lobby.</p>			
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Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Incident reporting procedures	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and children	Any incidents at the school where it is found that staff have become infected through contact with work colleagues, children or members of the public during the course of undertaking their job, must be reported to HSE	2	4	8	Staff must inform SLT if they have COVID_19 symptoms and are required to			

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			<p>as a RIDDOR. The Corporate Health and Safety team can assist with RIDDOR-reporting.</p> <p>For Community Schools, please report Covid-19 incidents on 'My View' so that Bexley Borough can investigate.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 5 days as per for government guidance and await the results before returning to school.</p> <p>School informs parents of any contact-related incidents between children or between children and staff and parents asked to monitor their child for symptoms. School head asks staff to monitor their own health for symptoms.</p>				<p>undertake a test within 5 days.</p> <p>Staff will not be allowed to return to work until the test indicates a negative response to COVID-19.</p> <p>The school will inform all staff and parents of positive test results.</p>			
Skin Checks	Risk of cracked skin from repeated handwashing/application or gels	Staff and children	Staff and children encouraged to check skin for dryness or cracking and report it. Staff encouraged to use moisturisers frequently after hand washing.	1	4	4				

Activity	Nature of hazard and potential injuries	Persons at risk	Existing control measures	Current risk rating			Additional controls to reduce risk	Revised risk rating		
				L	S	RR		L	S	RR
Re-opening classrooms/teaching areas (continued)	<p>Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death</p> <p>Lifts not meeting LOLER requirements resulting in a serious injury or death</p> <p>Risk of poor site welfare</p>	Staff, children, visitors and contractors	<p>Review arrangements for routine maintenance of any part of the premises which has not yet opened in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems.</p> <p>Ensure any contractors visiting the school are Covid-19 Secure and you may ask for a copy of their Covid-19 risk assessment.</p>	1	4	4	<p>All premises checks will be undertaken before re-opening in September.</p> <p>All contractors to provide copies of their</p>			

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	provision affecting staff and children's wellbeing		<p>Establish supplies with cleaning and catering contractors and the enhance cleaning regime which may include additional hours.</p> <p>All ventilation systems to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Where possible, occupied room windows should be open. If you are unsure, advice should be sought from your Heating, Ventilation and Air Conditioning (HVAC) Advisor</p> <p>In all schools, a member of staff should be identified with responsibility for managing premises. In cases of staff illness, cover arrangements should be put in place as soon as possible. More detailed information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing.</p>				<p>COVID-19 risk assessment.</p> <p>Air Conditioning unit in HT's office serviced regularly.</p> <p>Site manager has overall responsibility for managing the site in consultation with the head and business manager. In case of sickness, the groundskeeper will take responsibility.</p>			
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Notes:

Follow the general principles of prevention for health and safety:

Can the risk be avoided or removed?

If not, what precautions can be taken to reduce the risk, so far as is reasonably practicable? Evaluate that risk in a risk assessment.

Can the risk be combated at source? i.e. can safer equipment be purchased?

Has the work been adapted to the individual? (work design and its potential effect on health)

Has advantage been made of technical safety improvements?

Can the dangerous be replaced by a less dangerous method or equipment, without creating any fresh hazards?

Is there an overall coherent prevention policy on technology, organisation of work, conditions, relationships and other work environmental factors?

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Has priority been given to collective protection measures to all staff over individual measures?>

Has adequate information, instruction and training been given? Is there supervision?