Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 4.06 -
Section 1 - Pre - opening checks and assessments

Area of control		Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1.Building Management / readiness	**1.1**	**Regular ongoing checks required.**	Altered		12/01/2021
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Not applicable		
	1.1.2	Damage to the building and fixtures and fittings	Noted	PW	04/09/2020
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc…	Noted	PW	04/09/2020
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Noted, and next pest control visit due 15/09/20	PW	04/09/2020
	1.2	**Operational checks (to ensure good working order) to be carried out on :**			
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Serviced June 2020	PW	15/07/2020
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	N/A	PW	15/07/2020
	1.2.3	Emergency lighting	Serviced June 2020	PW	15/07/2020
	1.2.4	Gas supplies including science laboratories and kitchens	Serviced June 2020	PW	15/07/2020
	1.2.5	Kitchen equipment	Serviced June 2020	PW	15/07/2020
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	N/A		
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm	Completed every Monday morning before school.	PW	26/02/2021
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Noted	PW	04/09/2020
	1.2.9	Windows, doors and gates including electronic gates and doors	Noted. Front door serviced February 2020	PW	04/09/2020
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Not applicable		
	1.2.11	Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	Noted	PW	04/09/2020
	1.3	**Ensure Statutory Inspections are up to date for :**			
	1.3.1	**Lifts and Lifting Equipment** (if the scheduled inspections have not taken place in the last six months);	N/A		
	1.3.2	**Pressure systems** (if the scheduled inspections have not taken place in the last 12 months);	N/A		
	1.3.3	**LEV** (if the scheduled inspections have not taken place in the last 14 months);	N/A		
	1.3.4	**Gas Appliances** (if the scheduled inspections have not taken place in the last 12 months);	Serviced June 2020		
	1.3.5	**Fixed wiring** (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Apr-19		
	1.3.6	**PAT** (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Noted	PW	04/09/2020
	1.3.7	**Asbestos Management Plan** (if the plan has not be re-assessed in the last 12 months);	N/A		
	1.3.8	**Sports Equipment** (if the scheduled inspections have not taken place in the last 12 months);	GEMS inspection 21/07/2020	PW	04/09/2020

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	1.3.9	**Fixed Outdoor Play Equipment** (if the scheduled inspections have not taken place in the last 12 months);	GEMS inspection 21/07/2020	PW	04/09/2020
	1.3.10	**Tree surveys** (if the scheduled inspections have not taken place in the last 12 months);	N/A		
	1.3.11	**Fire Safety :** contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Completed June 2020	PW	15/07/2020
	1.4	**Cleaning of the premises**			
	1.4.1	If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.	Noted.	PW	26/02/2021
	1.4.2	If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.	Noted.	PW	26/02/2021
	1.5	**Supplies**			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	All additional quantities ordered prior to June wider reopening; arrived Summer term 2 and stored on site ready for use.	PW/ AB	15/07/2020
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	As above. Includes purchase of disinfectant fogger machine	PW/ AB	15/07/2020
	1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	Each room to have a station which includes hand sanitiser. All classrooms to have running hand hot water and soap. Watering cans and soap for use at beginning/ end of break times outside	PW/ AB	15/07/2020

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2. Assessing staff and pupil numbers to assist in plans for opening	**2.1**	All pupils can attend schools from the 8th March. Early Years settings - If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), priority shoud be given to vulnerable children and children of critical workers, then 3- and 4-year-olds, in particular those who will be transitioning to reception, followed by younger age groups. Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	Whole school returns on 08/03/2021	HC	26/02/2021
	2.2	Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	SENCo, lead autism practitioner and learning mentor contacting families by telephone from 25/02/2021. Updated social stories being sent out.	HC/ MC/ JC/ CE	26/02/2021
	2.3	Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.	Not applicable for any pupils Reception- Y6		26/02/2021
	2.4	Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result.	Not relevant	HC	26/02/2021
	2.5	Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible.	CEV staff are shielding and working remotely until 31/03/2021. All teachers are strongly encouraged to spend any non-contact time, eg PPA, leadership time, at home unless they have specific reasons they need to be in school.	HC	26/02/2021

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	2.6	Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	We are not expecting any pupils to require remote learning from 08/03/2021 unless they are drectd to self-isolate.	HC	26/02/2021
		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Noted	HC	15/07/2020
3.Updating pupil and staff details	**3.1**	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Noted	AB/ VF	
	3.2	Re-assess if IPRAs or PBSPs are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc.…Control measures and risk ratings in those IPRAs / PBSPs may need to be altered to reflect the current situation.	Noted.	MC	26/02/2021
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epipens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time	Email reminder to all staff.	AB/ VF/ HC	26/02/2021
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening.	Check with cook in charge w/c 01/03/2021	VF/ AB/ HC	26/02/2021
4.Assess activities / lessons which can take place	**4.1**	There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.	Altered		12/01/2021
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Information circulated to all families July 2020. No PE kits in school; children to provide own pen/ pencil/ water bottle.	HC	17/07/2020
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Detailed staggered timetable drawn up July 2020, shared with all staff.	HC	17/07/2020
		Ongoing			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Noted	HC/ PW/ all staff	15/09/2020
5.Information to pupils, staff, parents / carers, visitors and contractors.	**5.1**	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers who are critical workers that they should keep their children at home if they can. It may also be of value to inform those parents / carers if your learning provided is the same for both pupils in and out of school to help re-inforce the message to keep their children at home if they can.	Letters/ information in January 2021 to parents/ carers and children	HC	12/01/2021
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Clear signage on all access points to the site.	HC	07/09/2020
	5.3	This may be by newsletters, letters, emails, signs etc…	newsletters, letters, website, signage	HC	17/07/2020
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	To review/ update further by September 2020: Behaviour Policy; Staff Handbook; First Aid Policy; Intimate Care Policy	HC	07/09/2020

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