

**Schools reopening on 1st September 2020 risk assessment**

**Schools operating safely during pandemic risk assessment**

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made pubic via the school’s website. The Department for Education’s guidance is at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. There is no evidence that children transmit the disease any more than adults, and no evidence that staff in education settings are at any greater risk of fatal outcomes than many other occupations.

Public Health England endorses a ‘system of controls’ that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

* a requirement that people who are ill stay at home
* robust hand and respiratory hygiene
* enhanced cleaning and ventilation arrangements
* active engagement with NHS Test and Trace
* formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school’s risk assessment is:

* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff as much as possible

Key measures to prevent spread of coronavirus are:

* + minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
	+ where recommended, the use of face coverings in schools
	+ clean hands thoroughly more often than usual
	+ ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
	+ introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
	+ minimising contact between individuals and maintain social distancing wherever possible
	+ where necessary, wearing appropriate personal protective equipment (PPE)
	+ always keeping occupied spaces well ventilated
	+ engaging with the NHS Test and Trace process
	+ managing confirmed cases of coronavirus (COVID-19) amongst the school community
	+ containing any outbreak by following local health protection team advice
	+ responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

[New advice](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When children are required to self-isolate, remote learning will be provided. Remote learning will include:

* ensuring pupils receive clear explanations
* supporting growth in confidence with new material through scaffolded practice
* application of new knowledge or skills
* enabling pupils to receive feedback on how to progress
1. **Premises/ Health and Safety**

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|  | **Risk** | **Countermeasure** | **By whom?**  | **By when?** |
| 1 | Insufficient toilets to enable social distancing | * Plan for member of staff in a supervisory position in the toilet areas. Walkie talkie system to support use
* Schedule for different classes as to when toilets are used
* A rota for all groups to use the toilets frequently and reduce the need to go at adhoc times. Schools to include details in their plan.
 | KB to produce daily timetable SD to ensure enough walkie talkies are available and ensure fully chargedDaily walkie talkie check in for all classes at start of day. | 17th July 2020Ongoing |
| 2 | Pupil or teaching group leader is sent home with symptoms of COViD | * Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room, separate to normal first aid room. Deep clean of isolation rooms and areas staff member or pupil had contact with.
* Self-isolating in PPA room wearing PPE until parent/carer collects. Staff member to wait outside of PPA with door open. PPE to be removed, bagged and sealed
* Refer to guidance on communicating with staff and parents
* Information provided about testing procedure
* Request to be informed of test outcome
* If a test is positive, follow guidance about isolation
 | SD | 17th July 2020 |
| 3 | Parents do not have confidence in the school being safe | * Frequent communication.
* Clear expectations on arrangements and procedures if a child shows symptoms
* Opportunity for parents to share concerns via class teacher and email
* Coordinated message across local schools
* Information on procedures in schools sent out prior to the start of term
* Explain measure being taken to adapt the school’s operations
 | MMAll staff | 10th July 2020 |
| 4 | Congestion at start and end of day | * Stagger drop offs and pick ups
* One parent maximum
* Limiting contact between parents and staff by clearly labelled 2m spaced ‘crosses’ for each pupil within their class hubs.
* Pupils to be dropped off at cross and parents encouraged not to wait with pupil
* SLT to supervise and manage social distancing measures are adhered.
* One way system with clearly signed entry and exit gate
* Drop off / collection station outside front office
* Staggered start and end times communicated with parents and strictly adhered to
* All staff to wear face coverings when collecting and delivering pupils from and to parents
* Parents requested to wear face coverings at drop off and pick up
 | SLT | 10th July 20205th November 20205th November 2020 |
|  5 | Repeated touching of door handles increases risk of spreading infection  | * Keep doors open
* Thorough cleaning of rooms including door handles daily
 | SLTAll staffCaretaker to open all doors at the start of the day | 1st September 2020 and ongoing |
| 6 | Maintaining avoiding contact between groups in the event of emergency evacuation | * Fire drill routine reconsidered and shared with all, then practised as soon as is practicable
* All staff to endeavour that fire doors in their vicinity are shut when room is empty
* All staff to endeavour that fire doors in their vicinity are shut in the event of a fire alarm or invacuation
 | SLTAll staff | 1st September 2020 |
| 7 | Insufficient cleaning | * Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity
* ACS risk assessment of deep clean protocol for cleaning staff
* Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.
* Infection control training for site manager, caretaker and ACS supervisor
* All cleaners to wear face coverings when not able to socially distance from other adults
* Midday cleaner to wear a face covering at all times as school still occupied
 | SD | 1st September 202019th October 2020 |
| 8 | Cross contamination in shared spaces such as toilets | * Toilet management. Communicated timetabled access and ensure regular cleaning for staff and students.
* Protocol for students – sanitise hands on entry, hand wash on exit
* Regular cleaning
* Communicate with parents to reinforce expectations
* Cleaning after using shared spaces such as The Discovery Centre (antibacterial wipes in all classrooms and Discovery Centre)
 | SLT | 1st September 2020 and onwards |
| 9 | Parents send children who are unwell to school | * Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms.
* Parent guidance document
* Flow chart guidance to all families and staff
 | MM | 17th July 2020 |
| 10 | Parents not aware of testing protocols | * Communication planning and protocols regularly.
* Flow chart guidance to all families
 | MM | 1st September 2020  |
| 11 | Safety around facemasks | * Refer to DfE guidance that makes clear face masks are not recommended for children under 11 in Primary Schools
* Face masks should be removed if worn whilst travelling to school and disposed of if disposable face masks.
* All visitors should wear face masks when moving around school. Face masks can be removed in meeting rooms if social distance of 2m can be maintained
* All adults in school to wear a face covering in areas of high congestion: corridors and by the photocopier
* Face shields and masks provided by school
* Parents/carers requested to wear face covering at drop off and pick up
 | MM | 1st September 202029th September 20202nd November 20205th November 2020 |
| 12 | Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by pupils | * Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return
 | MM and all staff | 1st September 2020 and ongoing |
| 13 | Unable to maintain social distancing whilst carrying out first aid.  | * Appropriate CPD and PPE provided for all staff
* Staff to carry out first aid within their hub to reduce exposure.
* First aid kits to be placed in every hub
* Medical forms to be completed electronically and emailed home by office to reduce interactions
 | SD | 1st September 2020 |
| 14 | Providing school meals pupils safely | * Kitchens will be fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.
* School kitchens will comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)
* Staff working at lunch times to wash or sanitise between pupils when assisting with opening packaging for younger pupils.
* Lunches to be eaten in lunch hubs
 | SD | 4th September 2020 and onwards |
| 15 | Necessary checks before opening | * School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period.
* Liaison with PCM
 | SD  | 1st September 2020 |
| 16 | Congestion using bike racks | * Pupils are advised to use the racks one at a time if necessary supervised by staff
* Staggered start times reducing number of pupils entering school at one time
 | MM | 4th September 2020 and onwards |
| 17 | Travel | * Parents are encouraged to only travel with members of the same year group ‘hub’
 | MM | 4th September 2020 and onwards |

1. **Staffing/HR and capacity**

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|  | **Risk** | **Countermeasure** | **By whom?**  | **By when?** |
| 1 | Unable to provide sufficient staffing | * Contingency plans communicated to parents similar to ‘snow days’
 | MM | From 4th September 2020  |
| 2 | Unable to staff provision of breaks/lunch for teaching group leaders | * Maintain hubs for pupils outside but with supervision maintain social distance using wider staff
* Clearly communicated arrangements for wet play ensuring a break for staff and pupils but maintaining minimal contact
 | MM and SLT | 4th September 2020 and onwards |
| 3 | Staff not confident they will be safe  | * Clear communication of measures put in place
* Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance
* Specific training for site staff on infection control.
* Trust bank of risk assessments to support these decisions
* Trust well-being line available
* FAQs from trust for staff
 | MM and SLT | 1st September 2020 and onwards |
| 4 | Infection enters the school site | * Engage with the NHS Test and Trace process
* Manage confirmed cases of coronavirus (COVID-19) amongst the school community
* Contain any outbreak by following local health protection team advice
* Protocols for deliveries to school –

Displayed in office and entrance way | MMSD | 1st September 2020 and onwards |
| 5 | Staff not aware of testing protocols | * Communication planning
* Reinforce support available for staff and their families
* Remind staff of self-referral testing process and employer testing referral process
* Testing results to be communicated to school leadership
 | MM  | 1st September 2020 and onwards |
| 6 | Staff communal areas do not cater for social distancing | * Clear protocols for staff breaks / times / rooms / refreshments / toilets.
* All break times are staggered
* To avoid congregating, staff should stay in class or find an area such as PPA room, staff room, old hall, outside – depending how many staff are already in these areas. All staff to observe 2 metres social distancing.
* Each hub given allocated space for break times, staff encouraged to use outdoor spaces where practical, weather permitting
* Refreshments and catering equipment provided for each staff break room
 | MM  | 1st September 2020 and onwards |
| 7 | Staff sharing equipment (part time) | * No shared equipment for staff where possible.
* Rigorous cleaning of shared equipment
* Protocols around usage of shared equipment such as photocopying
* Hand sanitiser station at photocopier
* Use of bar code to sign in rather than touch screen
* Regular cleaning of equipment between home and school such as laptops
* Provision of equipment wipes and antibacterial wipes available at all times.
* Hubs reduce this occurring
* Maximise the opportunities presented by the flexibility of part time staff to reduce exposure whilst ensuring the operational needs of the school are met.
 | MM and all staff | 1st September 2020 and onwards |
| 8 | Staff PPA increases risk and reduces the impact of social distancing  | * All staff outside of hub must maintain distance
* Reception class PPA cover from within hub as difficult to maintain social distancing
* Year 1 PPA lead HLTA to maintain social distance while class TA can support within hub
* Face shields available to be worn by staff working across hubs
 | SLT  | 1st September 2020 and onwards2nd October 2020 |
| 9 | Reduced capacity due to a member of senior / middle leadership contracting Covid-19 | * Short-term: Re-allocate key duties during period of illness
* Medium-term: ask for support from USP to provide additional leadership capacity
* Identification of staff who are able to ‘step-up’ if required
 | SLT and USP central team | 1st September 2020 and onwards |
| 10 | Impact on school development priorities / capacity to achieve priorities | * Adjust current priorities to focus on re-establishing the school’s core business
* Adjust priorities termly
* Seek support from the Trust for identified areas of concern/ weakness
 | SLT  | 1st September 2020 and onwards |
| 11 | Induction for staff  | * Induction for new staff on all policies and procedures, if this has not already taken place as new protocols.
* Induction in new protocols for all staff who haven’t been working during the closure period.
* Induction for staff who have been furloughed when they return.
 | SLT  | 1st September 2020 and onwards |
| 12 | Some traditional events in the school calendar are unlikely to be practicable | * Work through calendar of events and make decisions on practicalities
 | SLT  | 1st September 2020 and onwards |
| 13 | Unable to support intimate care for reception pupils in a safe manner  | * CPD with effective PPE provided as per guidelines.
 | MM | 1st September 2020 and onwards |
| 14 | Staffing for breakfast and after school clubs | * Where possible, keep children in bubbles within the breakfast and after school clubs

Staff to maintain distance from childrenLimited number of places: 20 breakfast club30 Discovery club | SLT and CD  | 1st September 2020 and onwards |
| 15 | Unable to provide lunch supervision particularly for 1-1 pupils | * Maintain hubs outside but supervise using alternative staff maintain social distance
* Risk assessment for each child in this category to review provision
 | MMABa | 1st September 2020 and onwards |
| 16 | Staff unable to work due to lack of childcare for their own children  | * Trust standard letter, we expect employees to make arrangements with their child’s school as keyworkers. Last resort is employee requests unpaid leave.
* Consider rota patterns, flexible work requests and temporary alterations to contracts.
 | MM | 1st September 2020 and onwards |
| 17 | Staff who are clinically vulnerable or clinically extremely vulnerable are supported  | * Use USP template for risk assessments for vulnerable staff
* Workplace risk assessments are in place and regularly monitored/reviewed.
* Follow COVID 19 guidance for all educational settings
 | MM | 1st September 2020 and onwards |
| 18 | Anxious staff | * Induction on new protocols to reassure on how risks are being managed to protect staff.
* Constant reminder of trust wellbeing scheme and other support available including occupational health.
* Sessions with Sue from OM Health and Wellbeing (face to face, online live, online group sessions)
* Regular communications with staff who continue to work from home.
* Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category.
 | MM | 1st September 2020 and onwards |
| 19 | Staff transport into work | * All staff to minimise the use of public transport and use alternative methods of getting into work if possible.
* School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP.
 | All staffSLT | 1st September 2020 and onwards |
| 20 | Pregnant members of staff | * Should attend school
* Use USP risk assessment and follow all latest guidance from DfE
 | All staff | 1st September 2020 and ongoing |
| 21 | Use of outdoor equipment spreads infection | * Outdoor playground equipment will be more frequently cleaned.
* Equipment to be in class boxes and not shared between class hubs
* PE teaching to be scheduled for no shared use of equipment
* PE equipment to be used exclusively within a class hub and then cleaned before use by next class hub in next half term
 | SDAll StaffSPAll staff | 1st September 2020 and ongoing |

1. **Curriculum**

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|  | **Risk** | **Countermeasure** | **By whom?**  | **By when?** |
| 1 | School equipment spreads infection for one each  | * Staff and pupils have their own items that are not shared
* Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned regularly, along with all frequently touched surfaces
* Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
* Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.
* Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.
* School reading books returned from home to be kept in returned books area for 72 hours before being given to another child
 | All staff | 1st September 2020 and ongoing |
| 2 | Children not in school miss out on education | * Remote working strategy used
* Identification of pupils access to devices through survey completed for EVERY child in school
* Blended curriculum to ensure teaching can carry on remotely if any child/adult is isolating
 | All staff | 1st September 2020 and ongoing |
| 3 | Unable to deliver the full curriculum | * Expectation that full curriculum will be covered
 | All staff under clear direction from SLT | 1st September 2020 and ongoing |
| 4 | Significant gaps in learning in all classes as they return | * Use SfA/PIXL to close gaps in English
* Use updated White Rose Maths plans that accommodate lost learning
* Subject leaders analyse lost learning and potential impact on cyclical curriculum
* Adjust wider curriculum plans to accommodate lost areas of learning
 | All staff | 1st September 2020 and ongoing |
| 5 | Lack of assessment for learning | * Maximise use of all PIXL assessments
* Use staff meetings across school to monitor children’s progress
 | All staff | 1st September 2020 and ongoing |
| 6 | Insufficient attention to children’s emotional needs on return | * Schools will support:- the rebuilding of friendships and social engagement- address and equip pupils to respond to issues linked to coronavirus- support pupils with approaches to improving their physical and mental wellbeing
* Use of assessment tools such as Motional to assess and meet individual needs
* Whole school Trauma informed support training
 | All staff  | 1st September 2020 and ongoing |

1. **Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion**

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|  | **Risk** | **Countermeasure** | **By whom?**  | **By when?** |
| 1 | Unable to provide staggered break and lunch times for pupils | * Monitor, through Core Team Meetings, level of need across school and deploy staff accordingly
* Maintain breaks and lunches through bubbles: if necessary, supervising from distance
 | USPSLT | 1st September 2020 and ongoing |
| 2 | Children aren’t clear on school routines | * Induction/practical training for staff/parents/children on transition days in July
* Clear system for any accepted movement around the building including one-way systems with clear signage / marking with tape etc.
 | SLTSD | 1st September 2020 and ongoing |
| 3 | Children don’t follow hygiene rules | * Schools have regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff , children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment
 | All staff | 1st September 2020 and ongoing |
| 4 | Unable to safely use play equipment | * Daily timetable for use of play equipment
* Timetable to be followed by all staff
 | KBAll staff | 10th July 2020 and onwards |
| 5 | Children require additional support to follow these measures | * Work with parents by phone
* Use of technology to model
* TAs to walk through measures with pupils 1:1
 | AbaAll 1:1 staff | 17th July 2020 17th July 2020 if in school or 4th September 2020  |
| 6 | Effect of insufficient transition activities during the summer term | * Transition 2 days offered to all pupils w/c 13th July 2020
* Videos for all pupils from new teacher
* Transition work set via Google Classroom for all pupils by new teacher
* Staggered start for Reception class Mon 7th September
 | SLTAll teaching staff | 10th July 2020 |
| 7 | Behaviours for learning takes time to establish and are challenged by some pupils | * Refresh Behaviour Policy
* Getting along together activities (SfA) for children and teachers to ‘re-connect’
* Use virtual assemblies to re-establish the school’s values and expectations etc.
* Re-establish behaviour for learning expectations and the principles of learning that the school has already in place using SfA cooperative learning techniques
 | MMAll staff | 10th July 20204th September 2020 and onwards |
| 8 | Attendance is poor | * Clear communication of expectation of attendance
* Remind and work with parents/ carers to quickly re-establish good attendance habits especially. PAs
* Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection
 | MM | 10th July 20204th September 2020 and onwards |
| 9 | Returning to an unfamiliar setting causes anxiety for pupils – particularly reception | * Meet the teacher and headteacher virtual meeting for all families of new intake reception class
* 1:1 Zoom ‘Home visits’ for all new reception children and their parents
* Use Tapestry to send out stories and videos of school
 | MMCBCB | 26th June 202017th July 2020 |
| 10 | High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff | * Staff allocated according to relationships thereby reducing potential for risk. Updated September Provision map
* Clear expectations on need for social distancing – work with families and trust if pupil unable to comply
 | MM and SLT | 17th July 20201st September 2020 and ongoing |
| 11 | Higher than usual numbers of safeguarding disclosures | * Updated Safeguarding training for all staff in September
* Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them
* The trust has revised the recommended child protection policy to reflect the return of more pupils
* Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate
* Attention is paid to communication with school nurses
 | MMABa | 3rd September 20201st September 2020September 2020 and onwardsSeptember 2020 and onwards |
| 12 | Pupils return having been traumatised by their experience of the COVID-19 restrictions | * Ensure staff are aware of sources of help and resources available
* Whole school Trauma informed training
 | MM | 1st September 2020 and onwards3rd September 2020 |

1. **Vulnerable children (SEND/LAC)**

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|  | **Risk** | **Countermeasure** | **By whom?**  | **By when?** |
| 1 | Children with SEND do not have needs met | * Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories
* Updated section M of EHCP
* Updated risk assessments for all pupils with EHCP
* Continued communication between home and school
 | ABa supported all staffABaAll Staff | 1st September |
| 2 | Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school | * Late August briefing of trauma session for use at September 2020 PD day
* Use of Motional to identify and support individuals and group of pupils
 | MM | 27th August 202030th November 2020 |