



St Nicholas CE Primary Academy: risk assessment for September 2020 reopening

The example measures we list are based on current (as at 17 September 2020) government guidance:

- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Safe working in education settings](#)
- › [Face coverings in education](#)
- › [COVID-19 contain framework: a guide for local decision makers](#)
- › [How schools can plan for tier 2 local restrictions](#)
- › [Critical workers who can access schools or educational settings](#)

This assessment consider what we will need to do to make the measures workable in our school, and if we need to add additional ones. When writing this document we took into account:

- › The number of staff and pupils we expect to have in
- › Any [risk assessments for individual staff](#) that we do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME) see our Equality Impact statements
- › Any reasonable adjustments we need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g. designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- › The size and layout of our school premises
- › The resources we have in stock (e.g. PPE, soap, cleaning products)

How to approach risk estimation and management

The DfE advises that we take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that will introduce new hazards.
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

RAG rating our control measures

each control measure has been rated in the appropriate colour, to make it clear how prepared we are for each measure being in place.

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p>	<p>CD/ HA</p> <p>HB</p>	Sept 2020 information in staff handbook & Policy	Use this space to explain the reason behind the ratings and add any other useful information.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Such persons will be isolated in the school hygiene suite.– see this guidance for help with this.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance 	<p>CD</p> <p>STAFF WILL NOT BE ASKED TO DO THIS</p>		

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>of 2m from each other; or</p> <ul style="list-style-type: none"> The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1 for advice. The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 14 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face-to-face contact with an infected person for any length of time, within 1 	CD		

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> ● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person ● Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Y6 Pupils will be allowed to store their bikes away from public areas.</p> <p>The school will also work with the local authority with it pupils who use dedicated school transport</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> ● Follow hygiene rules ● Try to keep their distance from passengers where 	CD/ LA	Sept 20	See transport documents sent to parents

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>possible</p> <ul style="list-style-type: none"> Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> Pupils are grouped together on transport to reflect the groups that are adopted within school Hand sanitiser is available upon boarding and/or disembarking There is additional cleaning of vehicles Queuing and boarding is well organised Pupils practise distancing within vehicles Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times The protocols for minimising adult to adult contact such as mark out spots use of one way systems and different entrances and exits. That only one parent/carer should attend Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Everyone will be asked to either keep on or put on a face</p>			

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	Cleaners		
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between</p>	<p>Cleaners</p> <p>Lunchtime assistants</p> <p>Teachers</p> <p>Play therapist to manage</p>	<p>Sept 2020</p> <p>Sept 2020</p>	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals 			

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>Lunchtime assistants</p> <p>Cleaners</p> <p>SA</p> <p>SA</p>		
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Children will be maintained in their bubbles according to year groups along with the staff who work in those groups</p> <p>Pupils will be kept to their Class & Year groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to</p>	<p>CD</p> <p>VT</p>	<p>Sept 20</p>	<p>See policy and staff handbook along with timetables</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, Student teachers, peripatetic teachers</p>			

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>If the school becomes part of a local lockdown area where tier 4 restrictions apply, we will move to remote learning for all pupils except for vulnerable pupils and children of critical workers, who will be asked to attend school full-time</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing isn't possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>WHERE APPLICABLE</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for</p>	SLT / CT	Sept 20	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. SEE TIMETABLE</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Each year group will be offered designated toilets to use</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>			See school policy
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p>	Site caretaker SBM HT	Sept 2020	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	CD	Oct 2020 in line with Government update of rule of 6	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school. If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>WHEN APPLICABLE - Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	CD	Sept 20	See policy