

School Reopening Risk Assessment

Updated 22-Jun-2020

Risk Assessment Scoring and Key

It is impossible to assess the extent to which an individual or group will be affected by the virus should they be infected. Sadly, contracting the virus has proven fatal across the age, social and ethnic spectrums (albeit some demographics are acknowledged as being more at risk than others). The only assessment of the severity of any reaction to contracting COVID-19 is that on balance (given that those most at risk of a severe reaction will be excluded from the school site) those students and staff remaining in school will react in a manner that falls short of requiring hospital admission. Therefore, it is assumed the highest level of severity in most cases would be '3' where a person would require a lengthy period of recovery.

The risk or likelihood of transmission can, to a large extent, be more readily assessed as it involves tangible processes (i.e. the exchange of fluids through sneezing, coughing, spitting, physical contact and standards of personal and environmental hygiene). These can be controlled to some extent through social distancing and appropriate personal & environmental hygiene measures. An assessment of the likelihood of contracting the virus through physical contact or remaining in the proximity of an infected other for a period exceeding 1 minute (defined in this document as the likelihood of 'transmission') can therefore be determined.

Risk Assessment Key

16-25 VERY HIGH	10-15 HIGH	5-9 MEDIUM	1-4 LOW	0 NONE
<p>Stop immediately – the risk of transmission is too high.</p> <p>Take immediate action to reduce the risk to the lowest possible level.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Requires attention to reduce the level of risk as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales of given in the risk assessment.</p>	<p>Continue with existing controls, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>The is no chance of any physical or mental health risk to an individual or group.</p>

LIKELIHOOD OF TRANSMISSION (LT)		SEVERITY OF INFECTION (SI) - FOR THE LEAST-AT RISK* STAFF/STUDENTS	
5	ALMOST CERTAIN	5	FATAL
4	HIGHLY LIKELY	4	SEVERE INCAPACITY (Requires hospitalisation)
3	LIKELY	3	21 DAYS ISOLATION
2	POSSIBLE	2	7 DAY ISOLATION
1	HIGHLY UNLIKELY	1	INSIGNIFICANT/GOES UNNOTICED
0	IMPOSSIBLE	0	N/A

*Staff and students who have underlying health risks or who are more vulnerable due to age or other recognised characteristics (as agreed with LA HR), will not be permitted to attend. [Area 3]

Risk Assessment

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
1. R-Value	If R-Value = 1.0 then transmission is unacceptably likely/high.	5	5	25 VERY HIGH	School closes or does not open.	5	5	N/A	25 VERY HIGH	N/A
2. Student & staff numbers	Large numbers will make social distancing and adequate hygiene impossible (i.e. all students attending). This would require <u>all staff</u> every day.	5	5	25 VERY HIGH	Limit numbers 5 groups per day (max. 15 students per group) spread over 3 floors. All SLT + 11x other staff members will be present Mon-Thu; Hub staff only on Fri. This allows all those students wishing to attend school to have 3 sessions over the 3 week period (1 session per week).	2	3		6 MEDIUM	
3. Which staff & students should not be permitted to attend?	Some staff and students have underlying health issues. Some students have repeatedly demonstrated their inability to follow rules and therefore unlikely to follow guidance regarding the required social distancing and hygiene.	5	5	25 VERY HIGH	Limit staff & students to those without underlying health concerns or other recognised vulnerabilities. Refuse access to students with a persistent history of non-compliant behaviour (i.e. there is evidence they are highly unlikely to comply with social distancing and hygiene requirements).	2	3		6 MEDIUM	
4. Start of day & arrival	Students may not maintain social distancing on public transport or while walking to school, which would increase transmission opportunities. Severity of impact on students may be low, but impact on adults in school may be significantly higher.	5	5	25 VERY HIGH	Designated & supervised meeting areas outside school. Provide hand-sanitiser on entry. Students escorted to classrooms by staff via designated routes. Families will be asked to tell their children to maintain social distancing. <i>Students seen not socially distancing on arriving (public transport or walking), will be refused admission.</i>	3	3		9 MEDIUM	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
5. End of day & departure	Students may not maintain social distancing on public transport or while walking home from school.			8 MEDIUM	Student groups are escorted from rooms by staff who will take them to designated exits and remind them to socially distance on their way home.				6 MEDIUM	
	Transmission is likely between students; however, if infection occurs, it is likely to have minimal impact on students (due to age) and no impact on staff remaining in school.	4	2		Departure will be staggered by 5 mins.	3	2	Families will be encouraged to support the message to students of the requirement to maintain social distancing.		
6. Equipment, bags, mobiles	Personal equipment (i.e. stationery) and bags risk being left behind; additional means of potentially carrying virus back to the home, and cleaning/disposal becomes an issue. Mobile phones do not comply with school rules.	3	3	9 MEDIUM	All necessary equipment will be provided. Used equipment will be sealed and left for 72+ hours between usage. No mobile phones permitted.	1	3		3 LOW	
7. Rooming	Using multiple rooms throughout the day or after school will significantly increase required cleaning provision to ensure the depth of cleaning necessary to eradicate any potential virus presence. This will require staffing levels beyond current school cleaning provision.	4	3	12 HIGH	One classroom base per group of students, per floor. 1x set of toilets per group per floor. Rooms to be cleared of unnecessary equipment & paperwork. Only the number of required desks to remain in room. All surfaces to be cleared at the end of a session, with any waste placed in designated bins provided. Windows to remain open as air circulation system must switched off.	2	3		6 MEDIUM	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
8. Toilets	<p>School only has one M/F toilet per floor. Cleaning toilets will be required throughout the day to prevent potential virus transmission between students from various groups.</p> <p>Cross group usage will significantly increase chances of virus transmission.</p>	5	3	15 HIGH	<p>One set of toilets per group of students per floor.</p> <p>Separate staff toilet per floor (by making use of disabled toilets)</p> <p>Hand dryers will be replaced by paper towels and designated bins.</p> <p>Anti-viral wipes, soap & hot water to be made available in all toilets</p> <p>Transmission limited to within a group.</p>	3	3		9 MEDIUM	
9. Movement about school	<p>There are only 2 usable staircases in school, which risks potential virus transmission as people rub their hands along the metal bannisters.</p>	2	3	6 MEDIUM	<p>Maximum of 2 groups per floor.</p> <p>Students cannot leave classrooms apart from toilets.</p> <p>No movement between floors apart from the start and end of day.</p> <p>Mid-morning snack to be delivered and eaten in class. Rubbish to be discarded in classroom bin.</p> <p>Mid-session cleaning of bannisters</p>	1	3		4 LOW	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
10. Cleaning	<p>Potential virus transmission via contact with surfaces in:</p> <ul style="list-style-type: none"> Toilets Classrooms Walkways Stairwells Entrances and exits Reception Offices First aid station Isolation room (gym changing rooms) Staffroom & staff kitchen area Water fountains (extremely high risk) <p>This will be far too much for current school cleaning provision.</p>	5	3	15 HIGH	<p>Provide appropriate PPE, cleaning equipment, and cleaning solutions to all cleaners.</p> <p>Mid-session cleaning to include wiping toilet surfaces.</p> <p>Seal/lock unused areas/rooms, ensuring all unnecessary 'touch points' are removed where practical.</p> <p>Water coolers will be switched off and covered. Water coolers will be run once a week to avoid Legionella, etc.</p> <p>Clear out group bases to leave minimal furniture. No soft furnishings.</p> <p>Clear all desks at the end of the session to enable more effective cleaning.</p> <p>Clean any room and all surfaces where there has been occupancy at the end of each session/day with hot soapy water.</p> <p>Close school to students on Fridays (other than Hub's keyworker students) to allow 72 hours without occupancy to remove likelihood of any live virus being present at the start of the following week.</p> <p>Use Foggers in add an additional level of anti-viral cleaning.</p>	2	3		6 MEDIUM	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
11. Staff availability to ensure safe and appropriate provision and supervision	<p>Current staff availability (approx. 50%) is impacted by:</p> <ul style="list-style-type: none"> • Personal health with shielding letter • Personal health with no shielding letter • Family health: living with at risk relative • Family health: not living with at risk relative, but as sole provider for other (i.e. an isolating elderly parent) • Childcare not entitled to keyworker placement & no available relatives • Childcare due to other school closures (i.e. in England) • Anxiety & mental health (sick note provided) • Regular sickness absence & self-certification • Agreed pre-booked holidays in final week of term 	4	3	12 HIGH	<p>Reduce staffing needs by:</p> <ul style="list-style-type: none"> • Staff participation in a flexible* weekly rota system. • Set a day of the week for each staff member to allow for easier childcare arrangements. • Provision of PPE and permission to wear additional PPE to minimise anxiety. <p><i>[*Unforeseen issues may still arise, which necessitate increased frequency of staff attendance]</i></p>	2	3		6 MEDIUM	
12. Displaying COVID symptoms out of school	<p>Student or staff member contacts school to inform re; symptoms (some risk arises as to whether the person had some symptoms the last time they were in school, i.e. they contact school the day after their last attendance)</p>	1	3	3 LOW	<p>School is contacted and individual is instructed to stay away from the school and self-isolate; advised to contact NHS according to the extent of symptoms. Review contact between this person and others during previous attendance in school. Deep clean identified areas of the school. Confirmation of COVID would require contact with LA and possible closure of school.</p>	1	3		3 LOW	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
<p>13. Displaying COVID symptoms in school</p> <p>(No confirmation of virus possible)</p>	<p>Potential transmission of virus to others within specific group and to the first aider on duty. Level of transmission would depend upon symptoms (i.e. sneezing vs high temperature or loss of taste).</p> <p>Risk assessment assumes maximum risk of transmission</p>	5	3	15 HIGH	<p>Person is isolated in the gym changing room (toilet facilities present). Supervised by first aider only (wearing appropriate PPE).</p> <p>First aider training in dealing with potential Covid-19 symptoms will be provided.</p> <p>Temperatures to be taken (using a temperature 'gun') for anyone with suspected Covid-19 symptoms</p> <p>Severe symptoms (i.e. breathing difficulties): Call 999.</p> <p>Mild symptoms: Family is contacted to collect.</p> <p>Spare classroom will be made available to isolate the rest of the group before moving the student/staff with symptoms.</p> <p>Families contacted to collect their children will be recommended to seek a Covid-19 test for child and family (same advice for staff). No return to school without confirmation of test results.</p> <p><u>Confirmation</u> of isolated COVID-19 would require deep cleaning and all families of students who attended contacted.</p> <p><u>Confirmation</u> of multiple COVID-19 cases (within same day/week) would require school closure in consultation with LA.</p>	5	3		15 HIGH	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
14. Injury to students & staff on site	Open cuts and wounds would increase chances of potential infection.	2	3	6 MEDIUM	<p>Ensure identified first aider is present each day of the week.</p> <p>Injured student isolated in Nurses Room and supervised by first aider wearing appropriate PPE.</p> <p>Parent contacted if injured person is a student.</p> <p>999 to be called for any significant injury.</p>	2	3		6 MEDIUM	
15. Uniform for students	<p>Unwashed uniform may carry virus from day to day.</p> <p>Non-uniform is likely to have been worn by students in a variety of situations before attending school (i.e. jeans worn on multiple occasions), which increases the risk of potential virus transmission.</p> <p>(There is the concern that students may no longer fit uniform and uniform will not be available, particularly for poorer families).</p>	3	3	9 MEDIUM	<p>One session per week removes the need for overnight washing of uniform.</p> <p>Uniform is highly unlikely to have been worn prior to attending school and will likely not be worn again for greater than 72 hours before their next attendance.</p> <p>Uniform maybe worn-out or outgrown, therefore it will be restricted to white shirt and black trousers (footwear preferably black but may not be available). No jeans to discourage unwashed clothing. Coats/jumpers needed for cold classrooms (as windows need to remain open).</p> <p>Students and families to be encouraged to wash themselves and their clothes when they return home.</p>	2	3		6 MEDIUM	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
16. Staff dress code	Unwashed clothing can be a source of transmission. The wearing of suits would require overnight washing, which is impractical.	2	3	6 MEDIUM	As with students, staff dress code would be smart casual (i.e. shirt, trousers & shoes for men). No ties. Staff to wear freshly cleaned clothes each day.	1	3		3 LOW	
17. Assemblies & daily acts of collective worship	Gathering students and staff for assemblies presents serious risk of potential transmission	4	3	12 HIGH	No assemblies. Religious, moral, social, and topical issues that would be covered in daily acts of collective worship can be included in group sessions.	1	3		3 LOW	
18. In class	Movement in classrooms is risk of potential virus transmission if contact is made with others. Unorganised toilet breaks risks students meeting up out of the classroom.	4	3	12 HIGH	Clear classrooms of unnecessary furniture and equipment. Space desks at least 2m apart and allocate one student per desk. Anti-viral wipes to be made available Toilet access is strictly one student at a time to assigned toilets on their floor.	2	3		6 MEDIUM	
19. In class activities	Activities that promote/require group work, paired work and sharing equipment between students risks potential virus transmission.	4	3	12 HIGH	All class activities will be activities that require lone working or class discussions that do not require students to leave their desks (i.e. could include discussing safeguarding topics, PSE related topics, news stories individual L&N tasks. Students remain at their desk for duration of the sessions unless going to the toilet.	2	3		6 MEDIUM	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
20. Student behaviour during the day	Behaviour persistently fails to maintain social distancing or hygiene requirements risks potential virus transmission. Antisocial & unhygienic behaviour: spitting, deliberate coughing leads would result in a high risk of transmission.	4	3	12 HIGH	Clear behaviour guidelines & sanctions to be shared with students and families. 1. Lack of Understanding: Educate the student with support of family and support their compliance. 2. Forgetful: Speak to student and family as persistent neglection will result in a loss of place. 3. Wilful Non-compliance: Immediate loss of place (isolate outside HT office and call parent). 4. Antisocial/Unhygienic: Immediate loss of place (isolate if possible outside HT office. Call parents & the Police.	3	3		9 MEDIUM	
21. Staff behaviour during the day	Staff neglect/forget to act as role models for social distancing and hygiene.	1	3	3 LOW	Staff adhere to clear rules and expectations for maintaining 2m social distancing and hygiene when using toilets, but also in wiping down surfaces they touch that are <i>outside of their designated classroom or the staffroom and staff toilet.</i>	1	3		3 LOW	
22. Monitoring corridors	Risk of students wandering about the school rather than going straight to toilet and back increases risk of transmission to surfaces or others they might meet. Late students walk corridors looking for classroom base	2	3	6 MEDIUM	Assign staff to monitor corridors. External access will be prohibited, and late students must wait for admission; they will be taken to their assigned base by the corridor staff. Any unauthorised students will be denied access and told to wait outside while home is contacted. They will then be expected to make their way home.	1	3		3 LOW	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
23. Break/lunch	Break and lunchtimes present a serious risk to potential virus transmission and to the contamination of play and recreational areas and equipment that would require immediate cleaning before others could use them.	4	3	12 HIGH	<p>Half day attendance removes the need for a break.</p> <p>Mid-morning snacks to be delivered to base and eaten in classroom bases.</p>	2	3		6 MEDIUM	
24. Visitors	Visitors present additional risk of any potential virus transmission.	2	3	6 MEDIUM	<p>No visitors without an appointment and all visitors to wait outside to be collected.</p> <p>All parents picking up students must wait outside for student to arrive.</p> <p>All visitors waiting outside to maintain 2m social distancing; demarcated areas will be indicated.</p> <p>Appropriate signage will be published about the school site (incl. social distancing markings inside and out where needed).</p> <p>A one-way system for entering and exiting <u>the site</u> will be marked out.</p> <p>All contractors entering the school building will have to provide a COVID-19 risk assessment (& DBS) and will be escorted to their area of work.</p>	1	3		3 LOW	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
25. Fire alarm procedures	Any evacuation provides the opportunity for students to mix and risks potential virus transmission	3	3	9 MEDIUM	<p>Share evacuation protocols with students and display prominently in rooms.</p> <p>No fire drills over these 3 weeks. Exit routes to be clearly displayed in classrooms. Exit protocols to be shared in first meetings.</p> <p>Students & staff will still need to access the nearest fire exit. Safe exiting from fires takes precedence over the need to evacuate until everyone is safely outside the building – social distancing then needs to be re-imposed.</p>	3	3		9 MEDIUM	
26. Student transition/ induction	Y6 transition events in school would risk potential virus transmission	4	3	12 HIGH	Transition activities will be provided in the form of videos tours of the school, introduction to teachers, learning tasks & lessons through online platforms.	0	0		0 NONE	
27. Risks of misunderstood parental expectations	Families send students into school who should not be in school, posing an unnecessary risk of virus transmission and in terms of safeguarding when students are refused access to the school.	3	3	9 MEDIUM	<p>Families who wish their child to attend school will be contacted to confirm the dates and times of sessions.</p> <p>Expectations will be sent to all families attending.</p>	1	3		3 LOW	
28. Safeguarding	<p>Safeguarding procedures must ensure compliance with school policy and national standards.</p> <p>There exists an element of risk where a student needs to speak to a member of staff on a one-to-one (disclosure).</p>	2	3	6 MEDIUM	<p>Revised arrangements for safeguarding during Hub operation will continue as they are now familiar and working effectively.</p> <p>In school safeguarding concerns will be reported to the SLT on duty as well as the school's DSP.</p> <p>2m social distancing must be maintained during any disclosure 'meeting'.</p>	1	3		3 LOW	

Area	Concerns: No Controls	LT	SI	Potential Transmission Risk	Concerns: Controls in Place	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
Non-transmission risk areas	Concern/s	LT	SI	Transmission Risk	Controls	LT	SI	Controls Actioned	Potential Revised Transmission Risk	Further Controls Required?
Continuity of learning	Students need to maintain some form of learning. Face to face contact will not allow for learning to take place.	0	0	0 NONE	Distance learning will continue in the successful format it has to date. Teachers will continue to participate in school developed and regionally developed CPD to continually upskill in distance learning techniques.	0	0		0 NONE	
Expectations & Procedures	Revised procedures for implementing key policies (i.e. safeguarding, H&S, student disciplinary, etc) may be unfamiliar to some staff and especially students and their families.	0	0	0 NONE	Amendments to key procedures (i.e. safeguarding and H&S will be shared with staff. Behaviour expectations to be shared with families.	0	0		0 NONE	

I confirm that I have read and that I will implement all aspects of this risk assessment that pertain to my role within the school.

Staff Name: _____

Signature: _____

Date: _____