



REOPENING SCHOOLS RISK ASSESSMENT



Principles:

This risk assessment reflects and should be read in conjunction with government guidance

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise 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
- 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)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant

Each school should base their risk assessment document on this but modified to suit their particular circumstances

What are the risks?	Who is at risk and how could they be harmed?	What is done to reduce/ control the risks	What more can be done?	Action by whom?	Target date
That there are insufficient hygiene standards to keep staff/ pupils safe	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Pupils should clean hands more thoroughly and more often than usual ● Staff to remind pupils regularly about handwashing for 20 seconds each time then drying and provide regular opportunities to do this (every time they leave and enter classroom) ● If in classroom, monitored by adult in class; if in toilets, monitored by adult on duty there ● Soap, and preferably warm water to be available in all toilet facilities; site managers to check soap throughout the school day and replenish if necessary ● Each room in use to be equipped with gloves, sanitising spray and cloth allowing staff to re-sanitise surfaces/ resources/ specialist SEND equipment and hence reduce risk to themselves/ children ● Lidded pedal bins provided in each room and emptied regularly by double-bagging and disposing of safely 	<ul style="list-style-type: none"> ● Hand sanitiser provided in classrooms if sink not nearby ● Information about the Coronavirus posters displayed around school (in every classroom to be used, at the main entrance, in places visible to those at the school gate, in the staffroom and in all toilets) ● Revisit lesson re 'catch it, bin it, kill it' first week back ● PE equipment rotas ● Leave resources for 48hrs or 72 hours (if plastic) between use 	School leaders	Ongoing

		<ul style="list-style-type: none"> ● Tissues to be provided in all rooms and 'catch it, bin it, kill it' signs clearly displayed ● Cleaners asked to focus daily on surfaces that are a high risk for transferring infection including disinfecting door handles/ door push plates/ light switches/ stair bannisters/ window handles/ door release buttons/ taps/ toilet handles/ desks and chairs/ photocopiers/ tables/ counter tops/ computers including mouse and keyboard/ telephones/ toilets/ sinks. ● Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms/ shared areas that are used by different groups, with frequently touched surfaces being cleaned more often than normal ● Implement a cleaning routine to track cleaning frequency for bathrooms, classrooms and communal areas ● Plan for the daily removal and safe disposal of rubbish ● Government advice states that at a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities ● Government advice also states that when cleaning surfaces, it is not necessary to wear PPE or clothing over and above what would usually be used ● Plan for the daily removal and safe disposal of rubbish. Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19 ● Government advice states that routine waste should be disposed of as normal, placing any used cloths or wipes in 'black bag' waste bins. It is not necessary to put them in an extra bag or store them for a time before throwing them away (see section below re disposing of waste from those suspected of being infected) ● Resources to be kept as much as possible within groups ● Schedule frequent cleaning of resources (e.g. books, toys) shared within groups ● Schedule the isolation or cleaning of resources (e.g. books, toys) 	<ul style="list-style-type: none"> ● Log of cleaning toilets and surfaces kept ● Lesson re 'catch it, bin it, kill it' and hand hygiene first week back to be used at the teacher's discretion. 		
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		<ul style="list-style-type: none"> • More regular cleaning of toilets • More regular cleaning of frequently touched surfaces • Use standard cleaning products to clean • Purchase of additional standard cleaning equipment if needed 			
That infection may be introduced into school by visitors	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> • Number of visitors to school minimised (including one parent/ carer only) and encouraged in hours after school • All visitors need to adhere to schools social distancing guidelines • Visitors will be required to complete a health declaration form confirming that they do not have any symptoms, nor have they been with anyone who is symptomatic. • Lettings only allowed to recommence once risk assessment drawn up in line with government guidelines and agreed 	<ul style="list-style-type: none"> • Minimise number of temporary staff entering school • Agree minimum hours with any agency 	School leaders	Ongoing
That infection may be passed between home/ and school	Pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> • Staff to be reminded not to come into school if showing symptoms or need to self-isolate • Parents/ carers to be reminded not to bring children into school if showing symptoms or need to self-isolate • Staff/ children/ members of their households eligible for testing • Limit amount of shared resources between home and school - see gov guidance • Hand sanitiser dispensers in place at all entries/ exits • Staff/ children wash hands/ use hand sanitiser from dispenser on entering school buildings • Hand sanitiser stations to be set up at each entrance for children and any visitors to use upon entering the school. 		School leaders	Ongoing
That parents/ carers may be anxious about letting their children return to school and therefore will not send them	Pupils who need to be in school could miss out on vital learning	<ul style="list-style-type: none"> • Letter to parents advising them on the statutory requirements for attendance and the risk prevention measures the school has put into place • Revised and school specific risk assessment is shared with all parents/ carers via school website • Head/ SLT discuss arrangements further with any parents/ carers individually if necessary to reassure them • All staff trained on new arrangements before schools formally reopen in September • Families will be encouraged to walk to school to avoid the need to use public transport • School to record attendance and robustly follow up absence 	<ul style="list-style-type: none"> • Consideration given to staggering start times to support particular families who have long journeys/ reduce volume at school entrance - take into account that this may need to be flexible if children in different year groups • Recommendations on transport to and from school shared with parents/ carers • Refer parents to guidelines for travelling to and from school 	School leaders	Ongoing

			<ul style="list-style-type: none"> Where pupils unable to return due to public health advice remote learning will be made available 		
That other policies/ procedures may not be appropriate due to changes in arrangements	Staff/ pupils could become infected/ pass virus on	<ul style="list-style-type: none"> Review any relevant Trust policies/ school procedures to ensure they are still appropriate. If not, add an addendum stating what temporary new policy/ procedure should be e.g. behaviour procedures/ exclusion policy/ first aid policy and procedures School needs to update behaviour policy to reflect new routines - eg washing hands, staying within groups Clear communication of the consequences of poor behaviour, deliberately breaking the rules and any sanctions that will apply Covid 19 Addendum to the Safeguarding Policy remains in place 	<ul style="list-style-type: none"> Communication with parents to outline any changes to policies due to Covid 19 guidelines 	School leaders	Ongoing
That staff may be anxious about returning to school and therefore will not come in	Insufficient staff available to allow school to open safely	<ul style="list-style-type: none"> Head/ SLT to call staff members individually if necessary to reassure them particularly if they are in a high risk group. All staff trained on new arrangements before schools formally reopen Extremely critically vulnerable staff have individual meeting with head to discuss their return - individual risk assessment Heads to look at staff deployment so staff who are most at risk have less risk duties (minimising contact with other staff and children) where it is possible. Trust to support Masks provided by school for staff who are anxious and feel they are in a higher risk group Extremely critically vulnerable staff (and critically vulnerable staff where appropriate) have individual meeting with head to discuss their return. Individual risk assessment drawn up with staff member as required. Heads to discuss with staff who use public transport if alternative arrangements (e.g. change to start times) are necessary. 		School leaders	Ongoing
That PPE is not used correctly	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Poster downloaded from Government advice on safe use and displayed around school 		School leaders	Ongoing
That health and safety routines may have to be	Staff/ children inadvertently get put in a dangerous situation	<ul style="list-style-type: none"> Revise fire evacuation plan if necessary to reflect changes within school 		School leaders	Ongoing

changed/ have been forgotten		<ul style="list-style-type: none"> Plan fire drills (more than one may be needed to ensure all staff/ children know what to do) Review PEEPs to check whether any updates are needed 			
That children/ parents are not able to socially distance when they arrive at/ leave school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Staggered start and finish time Any communication with parents includes: <ul style="list-style-type: none"> reminders to socially distance at arrival/ pick up times informs people that they/ their children may not come to school if they have symptoms information about drop off/ collection times and points clear instructions around the protocol for parents/ carers entering the school grounds clear instructions around the protocol for parents/ carers wishing to talk to school office staff reminder that children should bring in their own water bottles Sign on gates to remind everyone to socially distance whilst waiting to enter school grounds and entry points/ exit points monitored by school leaders Discourage parents from gathering at school gates to talk to each other Use outside doors into classrooms wherever possible 		School leaders	Ongoing
That children/ parents are not able to socially distance when they visit School Office	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Sign (with translations) to be displayed outside school Reception doors to communicate to parents that all issues that can be dealt with over the phone, should be For any issues that can't be dealt with over the phone, sign (with translations) to say that only one parent is allowed into foyer at any one time. Floor to be marked to show where they must stand If private meeting needed between parent and staff, this to take place where social distancing rules can be observed 		School leaders	Ongoing
That children/ staff will not be able to socially distance in classrooms	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Children to be kept in consistent small groups. Where possible, these should be no larger than one class. However, government guidance states that schools should assess their circumstances and if class-sized groups are not compatible with managing the practical logistics within and around school, they can look to implement year group sized groups 		School leaders	Ongoing

		<ul style="list-style-type: none"> ● Staff to try wherever practical to stay 1m+ apart from children and other adults at all times. ● Where possible, children to use same desk each day and all children are facing forward ● Windows kept open where possible ● Classroom doors (bearing in mind fire safety requirements) kept open where possible. If they are not close to a heat source, they are not classified as fire doors so can be propped open (a separate risk assessment will need to be completed in classes where leaving a door open will expose children to additional risks (e.g. runners)) ● Prevent the use of shared stationery and other equipment where possible ● Arrangements will be in place to limit the handling of pupil work by staff, including considering changes in marking practice to increase the amount of self and peer assessment ● PE lessons should be carried out outside where possible with no contact sports. Equipment cleaned or kept within the group. 			
That children/ staff will not be able to socially distance when moving around school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Whole school and year group assemblies suspended/ to be carried out virtually ● Revise timetables to accommodate groups and minimise movement between classrooms, where possible ● Children to be reminded to social distance whenever moving around school ● Groups to be kept apart from each other as much as possible ● Rooms to be accessed directly from outside if possible ● All staff to limit number of children congregating together in corridors etc ● One-way circulation systems to be put in place where possible, ● Staff to use back to back or side to side working wherever possible 		School leaders	Ongoing
That children/ staff will not be able to socially distance at break times	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> ● Children to be reminded to social distance at the start of every break time ● Breaks staggered so children do not move around the school at the same time ● Staff socially distance from each other at break times ● Zones to be created for year group bubbles 	<ul style="list-style-type: none"> ● Sets of play equipment (from PE stocks) given to each group for their sole use ● Groups of 15 broken down into smaller groups who play together 	School leaders	Ongoing

		<ul style="list-style-type: none"> Staff on duty to limit number of children congregating together in playground and in toilets Outdoor play equipment (e.g. climbing frames) should not be used unless can be cleaned between groups. Such equipment to be cordoned off with hazard tape by the site manager if not in use. Catering company included in conversations about keeping lunchtimes safe and appropriate arrangements made including wiping down tables between sittings Packed lunches to be eaten in the main hall to enable social distancing in the dining hall Drinking fountains disconnected If wet play/ lunch break, children remain in classrooms supervised as they normally would be 	<ul style="list-style-type: none"> Make additional unused spaces available for staff to use during breaks 		
That there may be mixing of school bubble groups in out of hours clubs (e.g breakfast/ after school clubs	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Social distancing of different bubbles to take place within breakfast club - Schools must keep up to date records of the children attending the setting, showing the specific groups and members of staff they have been assigned to Single year group only after school clubs to be created (e.g. Y6 football) Use the guidance for summer childcare to inform planning breakfast and after school care 			
That children/ staff will not be able to socially distance in toilets	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> More regular cleaning of toilets in the day. Children to be reminded to social distance at the start of every break Limit the number of children using any particular toilet at any one time Breaks staggered so children do not go to toilet in big groups Staff on duty to limit number of children congregating together 	<ul style="list-style-type: none"> Log of cleaning kept and monitored 	School leaders	Ongoing
That educational visits increase the risk of infection	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> Government advice is that overnight or residential provision for children should not be offered Non-overnight domestic educational visits can still be offered as long as they are done in line with protective measures, such as keeping children within their consistent group A full and thorough risk assessment should be carried out in advance 		School leaders	Ongoing
That staff/ children show symptoms of coronavirus whilst in school	Staff, pupils, parents/ carers, community could become infected/ pass virus on	<ul style="list-style-type: none"> When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get a test. If available, families can use a home testing kit. 	<ul style="list-style-type: none"> If staffing levels due to illness become unsafe, decision to close school would be made by Chair's Action 	School leaders	Ongoing

		<p>NHS Test and Trace procedure to be followed if school is informed of a positive result. Each school maintains, in relation to all individuals, a constantly updated and immediately available tracking system showing membership of bubbles to provide to PHE if required.</p> <ul style="list-style-type: none"> ● Children sent home with symptoms will not be allowed to return to school until either the isolation period has passed or a negative test result is provided ● Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace ● Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people ● The Family Centre is designated as an isolation room (not a welfare room as this will be needed for general injuries etc). If this is not possible the child should be kept 2m apart from others. ● Deep clean of isolation room carried out after every use ● The minimum PPE to be worn for this is disposable gloves and an apron - after removal of this, wash hands for 20 seconds ● All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells ● Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – ('One site, one wipe, in one direction') ● Personal waste from individuals with symptoms of COVID-19 (including from classrooms/ other rooms in school they have used) and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ul style="list-style-type: none"> ○ Should be put in a plastic rubbish bag and tied when full 			
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		<ul style="list-style-type: none"> ○ The plastic bag should then be placed in a second bin bag and tied ○ This should be put in a suitable and secure place and marked for storage until the individual's test results are known ○ This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours ○ If the individual tests negative, this can be disposed of immediately with the normal waste ○ If COVID-19 is confirmed, this waste should be stored for at least 72 hours before disposal with normal waste ○ If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must: <ul style="list-style-type: none"> ■ keep it separate from your other waste ■ arrange for collection by a specialist contractor as hazardous waste ■ There will be a charge for this service ● Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal ● Staff will be told whenever a child or staff member goes home with COVID-19 symptoms and all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage ● If the child/ adult needs to go to the toilet - use a separate bathroom (family centre) and cleaned thoroughly after use. ● PPE equipment will be worn by staff supervising child with symptoms if unable to maintain the 2 m distancing ● If staff member/ child contracts Coronavirus at school, school to inform Central Team immediately so that RIDDOR report can be made ● Parents will be advised that they will need to phone the school in advance of sending them back in to discuss the situation (e.g. after period of isolation, or proof of negative test etc...). ● Siblings of any child showing symptoms should also go home at the same time. 			
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		<ul style="list-style-type: none"> When child has left the isolation room, full clean down of all surfaces to take place and if blankets etc needed, these are to be removed and washed. If a child appears in the medical room complaining of potential symptoms, then all other children to leave the medical room and equipment trolley to be moved to Reading Meadow to deal with potential 1st aid issues. Child to be supervised as per above. Parents to collect from main entrance (ideally remaining outside). Medical room to be fully cleaned down after use. Any PPE used in a situation in which a child is displaying symptoms to be removed within the room and placed in the Yellow Bin. 			
That staff working with high risk children may be more at risk	Staff could become infected	<ul style="list-style-type: none"> Staff in this situation to be provided with appropriate PPE (including visor/ liquid repelling mask/ apron/ gloves) 		School leaders	Ongoing
That there is a breakdown in staff relationships due to the perceived unfairness of work duties	Staff relationships break down	<ul style="list-style-type: none"> Clear expectations of types of work that need to be carried out and who is best placed to do this 		School leaders	Ongoing
That all risks cannot be fully considered because consultation with all members of staff is not possible	Staff, pupils, parents/ carers, community could become infected/ pass virus on as a transmission risk is not considered and managed	<ul style="list-style-type: none"> Dialogue with unions/ staff members to be continued Fortnightly reviews of risk assessment carried out with union reps/ other staff representatives to feedback any issues and amend as necessary 		Exec Team/ school leaders	Ongoing
That a staff member/ parent/ carer sues the Trust over contracting COVID-19	The Trust's financial security/ reputation	<ul style="list-style-type: none"> Comprehensive risk assessment prepared for each school and shared with stakeholders Trust has legal SLA and employs a marketing consultant 		Exec Team	Ongoing
That any essential contractors, including those who deliver food, do not follow social distancing requirements	Staff, pupils, parents/ carers, community/ contractors could become infected/ pass virus on	<ul style="list-style-type: none"> Before entering site, contractors given information as to how they may access the premises and what precautions are expected of them while they are on site Any regular on-site contractors (cleaners/ catering staff) reminded of social distancing requirements 		School leaders/ Central Team	Ongoing
That a child deliberately disobeys rules on protective measures	Staff, pupils could become infected/ pass virus on	<ul style="list-style-type: none"> School behaviour procedures should be followed at all times If a child deliberately behaves in a way that is deemed to put others at risk of infection, appropriate consequences (using the school's sanctions and rewards system) should be used 		School leaders	Ongoing

		<ul style="list-style-type: none"> • The disciplinary powers that schools currently have, including exclusion, remain in place 			
Due to a rise in local cases the school may have to close with little notice	School not put adequate measures in for swift closure	<ul style="list-style-type: none"> • School to follow appropriate Local Outbreak Plan • School to engage with PHE health protection team and Local Authority • Heads to follow communication protocol laid down by PHE (once available) • Contingency plan in place if asked to temporarily close, including ensuring regular contact with pupils not in school • Safeguarding measures put in place following government guidelines • Clear communication lines agreed • Leaders to identify any issues with lack of devices that would impact on access to remote learning • All staff trained in the use of remote learning • Printed resources provided for pupils who do not have suitable online access as a contingency • Remote learning ready to launch in the case of a school closure • Parents surveyed in first week to identify if they are key workers and require a place for their child/ren • Heads to arrange meetings with parents of vulnerable children early September to encourage them to keep sending their children to school 		School leaders	Ongoing

School	Eastfield Primary School
Sign and Date	<i>Ben Statham</i> 8 th July 2020 (updated 15 th July) (updated 28 th August 2020) (updated 21 st September)
Review Date	October 2020

Local PHE team contact details

Enfield schools	Herts schools
<p>PHE North East and North Central London Health Protection Team Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square London, EC4Y 8JX necl.team@phe.gov.uk; nend.hpu@nhs.net Phone: 020 3837 7084 (option 1)</p>	<p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net Phone: 0300 303 8537 Out of hours advice: 01245 444 417 (Essex) and 01603 481 272 (South Midlands and Hertfordshire)</p>