



Coronavirus (COVID-19): Risk assessment for full reopening

Hunnyhill Primary School

Assessment conducted by: W Green	Job title: SBM	Covered by this assessment: staff, pupils, parents, governors, visitors and volunteers.
Date of assessment: 14/05/20	Review interval: as required. Reviewed January 2021 – Lisa Steedman Reviewed February 2021 – W Green	Date of next review: April 2021

Related documents

Business /Disaster Recovery Policy, Classroom Risk Assessment, Rapid Testing for Staff Risk Assessment, First Aid Policy, Fire Safety Risk Assessment, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Classroom Risk Assessment - Rapid Testing for Staff - Health and Safety Policy - First Aid Policy - Visitor on site Declaration Form • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE • All staff and volunteers are made aware of any infection control procedures, rapid testing for staff and social distancing arrangements for when the school fully reopens via Class Dojo 	Y/N	Headteacher	08.01.21	M

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		<ul style="list-style-type: none"> All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school fully reopens via Class Dojo & letter. The SBM conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. 				
Premises	H	<ul style="list-style-type: none"> The site manager checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The site manager identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. The site manager checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The site manager checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The site manager checks all security systems for integrity and that they are in working order. The SBM makes insurers aware of the building's state of use. All key holder information is updated in accordance with the LA instructions, where required. The site manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. External signage is visible to show that access to the school premises is restricted. Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. The headteacher ensures the school fully reopens only when it is safe and advisable to do so, in line with local and national advice. 	Y	Site Manager / Headteacher /SBM / all staff	Ongoing	L Site remained open throughout all lockdowns

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		<ul style="list-style-type: none"> The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The site manager arranges for any changes to the premises to be made to account for social distancing measures. 				
Heating and ventilation	M	<ul style="list-style-type: none"> The site manager adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school fully reopens. Where heating has been switched off or energy supplies for heating have been isolated, the site manager switches them back on, as required. The site manger checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. Jan 2021 Gov guidance 'Always keeping occupied spaces well ventilated.' 	Y	Site Manager	04/01/2021	L
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The headteacher ensures that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The headteacher identifies how social distancing measures are to be observed at evacuation points (if possible) and communicates this to all staff, volunteers and pupils. For the avoidance of doubt, social distancing arrangements do not apply in event of fire evacuation. 	Y	Headteacher / Annual Fire alarm check completed 04/05/20	31.12.20	M
Water storage, drainage systems	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. 	Y	Site Manager / WSM	ongoing	L

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and sanitary appliances		<ul style="list-style-type: none"> All water systems are thoroughly flushed, e.g. toilets and taps, and the site manager commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 				
Cleaning	H	<ul style="list-style-type: none"> The SBM arranges enhanced cleaning to be undertaken where required Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. 	Y	SBM	ongoing	M
Infection control and social distancing	H		Y	Headteacher / SBM	05/01/21	M

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		<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) • Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Any reopening plans are in line with the relevant local and national advice. • The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered breaktimes. • Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios. • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance are isolated and are sent home as soon as possible. 				

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Community wellbeing	H	<ul style="list-style-type: none"> • Pupil and parent surveys are sent out to assess how they feel about the full school reopening and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about the full school reopening and enable the SLT to act on any concerns staff and volunteers may have. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. • Staff and volunteers notify the headteacher and the SBM if they need to be shielded because they: <ul style="list-style-type: none"> - Have an impaired immune system. - Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus. - Are aged 70 or over. - Are pregnant. • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. Individual risk assessments are undertaken for these staff • SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed when it fully reopens. • SLT discusses the implications on staff and pupil workload when the school fully reopens and puts a plan in place to minimise the risk of stress. 	Y	Headteacher / SLT / SBM	31/05/20	M

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		<ul style="list-style-type: none"> The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. 				
Access to learning	H	<ul style="list-style-type: none"> The headteacher works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school fully reopens, where required. The headteacher liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to those clinically vulnerable pupils who must continue learning remotely. 	Y	Headteacher	ongoing	L
Safeguarding	H	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school fully reopening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. Staff and pupil bereavement is managed in line with the Bereavement Policy. 	Y	DSL / SBM	ongoing	M
Communication	H	<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the LA / Dfe guidance (see link above for latest guidance) The headteacher liaises with the LA about fully reopening the school and includes any local guidance into the reopening action plan, where required. 	Y	Headteacher/ SBM / Admin team	ongoing	L

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		<ul style="list-style-type: none"> • The school’s website is kept up-to-date with any information regarding full reopening, e.g. dates and local arrangements. • Parents are informed via class Dojo about the relevant information regarding full reopening the school, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding full reopening, including any changes to the workday, e.g. staggered lunchtimes, face coverings and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • The headteacher liaises with the governing board about possible arrangements for full reopening the school, where necessary. • Pupils are informed via class Dojo & letter about the relevant information regarding full reopening, e.g. social distancing measures and how lessons will be delivered. • The SBM communicates with suppliers regarding full reopening the school and reinstating or suspending the supply of any required goods. • The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school fully reopens. 				