



Preparation for full opening of schools, September 2020

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	06/07/2020
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Alison Chambers	Position:	Head Teacher
Activity / Task / Topic / Detail:	Preparation for full opening September 2020		
Activity Location:	English Martyrs CVA		
Address:	Willow Crescent, Oakham		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: Max 30 Teacher: 1 Support: 1		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	Guidance for full opening: Schools (published 2 July 2020) Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (published 11 May) Coronavirus (COVID-19): Implementing protective measures in education and childcare settings (published 11 May) COVID-19 Cleaning in non-healthcare settings (updated 26 March 2020) Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 5 May 2020) Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Staying alert and safe (social distancing) (published 11 May 2020)		
Duration: (e.g. Hr - hours - Min - Minutes)	From 2 July 2020 until Government Review		



Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 –Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection or have tested positive in the last 7 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and arrange to have a test.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper towels, failing this,</p>	<p>School will follow the government guidance and CMAT response for required controls. This guidance will be communicated to all staff, parents and any external contractors visiting the site during this period of time.</p> <p>Children will be reminded how to wash hands effectively and when to do this by staff on returning to school as outlined in required controls. Hand washing materials eg soap available at designated hand washing areas for individual groups of children as well as hand drying facilities. Hand washing materials and hand sanitiser available at designated areas in school for all adults. Any adult entering the building will hand sanitise on entry and leaving the building.</p> <p>Hand washing materials and tissues ordered on a rolling programme to ensure that there is no shortage during this period. Children instructed on good respiratory hygiene as well as parents informed to reinforce with individual children over</p>	



	<p>supply hand sanitiser, hand rub or skin friendly skin cleaning wipes to be used.</p> <p>Promote good respiratory hygiene, “CATCH IT, BIN IT, KILL IT” approach. Tissues will be made available throughout the school.</p> <p>Clean frequently touched surfaces using standard products held in school such as detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication throughout the school is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches. Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue• if you don't have any tissues available, then cough and sneeze into the crook of your	<p>the Summer holidays before children return to school in September. Hand washing to take place when children enter school, after break, before and after lunch and at the end of the school day before leaving.</p> <p>Allocated times to clean surfaces eg break time, lunch time, end of the day.</p> <p>Staff continually reminded through staff hand out for September with regards to routines as well as weekly reminders through emails and remote briefings.</p> <p>Letter to go out to all parents before July 21st to detail guidelines for September and information also displayed on website.</p> <p>Children to remain in class groups during teaching time and restricted movement of children inside the school building. Children to access break and lunch times in key stage bubbles in response to the amount of staff and space for break and lunchtime provision.</p> <p>Staggered drop off and pick up routines for designated groups of children ensuring all children have entitled amount of time in school.</p> <p>Staggered break times and allocated outdoor space for children to play in – playground, astro and field.</p>	
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		<p>elbow</p> <ul style="list-style-type: none"> • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands <p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none"> • before leaving home and on arrival at school • after using the toilet and after breaks and sporting activities • before food preparation and eating any food, including snacks • before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team</p>	<p>(children to bring suitable footwear for continued use of the field) to avoid unnecessary contact with children outside bubbles.</p> <p>Packed lunches provided by the school or children until end of Advent 1 when this will be reviewed.</p> <p>2 designated sittings for eating of lunch. Some lunches to take place in classrooms and some in school hall with division provided for classes and classes in the same key stage only in the hall.</p> <p>Staggered lunch times to allow for allocated space for designated year groups.</p> <p>Classroom tables wiped before and after lunch daily. Toilets cleaned at the end of lunchtime before the afternoon session starts.</p> <p>Inform parents of how to access test for children / family members if necessary using the link below.</p> <p>Inform via parent mail and on the school website.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	
PPE	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school 	<p>Face coverings or face masks in schools are not recommended. The Government and CMAT do not require staff or</p>		



	<ul style="list-style-type: none">• Cleaners• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>children to wear them.</p> <p>PPE is only needed in a very small number of cases; these include pupils whose care routinely already involves the use of PPE due to intimate care needs will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of COV-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to children to use under any circumstance.</p> <p>Required PPE can be sourced from:</p> <p>https://www.seton.co.uk/ https://www.plycopy.co.uk https://www.multicaremedical.co.uk</p> <p>This list is not exhaustive, other suppliers may be used.</p> <p>Disposable face masks, disposable aprons, disposable gloves and eye protection if deemed necessary.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p>	<p>Children will be expected to remove face coverings themselves before entering school. If it is disposable it will be binned immediately otherwise reusable face masks will be placed by the child in a plastic bag to be taken home.</p> <p>Children to wash hands immediately.</p>	
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<p>Class Sizes – Social Distancing</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms, frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p> <p>The 2m or 1m+ rule will be adopted where possible throughout the school. Primary schools are permitted class sized groups and Secondary school’s whole year groups.</p> <p>We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the</p>	<p>Children to remain in class groups during teaching time and restricted movement of children inside the school building. Children to access break and lunch times in key stage bubbles in response to the amount of staff and space for break and lunchtime provision. EYFS children to remain in separate bubble in term 1. Staff to move between classes within key stages only to carry out teaching responsibilities maintaining distance from the children wherever possible.</p> <p>Breakfast and after school provision to resume in September but provision split between KS1 and 2 within hall space. All children to hand wash before and after provision as well as before and after</p>	



		<p>school.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space</p> <p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the wider bubbles that are adopted in school, hand sanitiser should be provided upon boarding and disembarking, organise queuing where possible, additional cleaning of vehicles should be adopted and face coverings for children over the age of 11 should be used where appropriate. (we are not to issue pupils with PPE). Limit very close contact with people outside of their bubble.</p>	<p>handling any food. Follow guidelines on guidance for food businesses.</p> <p>Where age appropriate class organisation will be adopted to support social distancing.</p> <p>Information given to parents on minimum equipment to be brought in by children daily to avoid resources travelling between home and school.</p> <p>Support staff will be permitted to move between classes only to facilitate learning maintaining a distance between themselves and pupils wherever possible. Class teachers to remain with classes.</p> <p>Collective worship to take place within classes.</p>	
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<p>Health and Safety</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Ensure staff who undertake your compliance checks have done so prior to opening the school, fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date. Where possible ensure good ventilation around the school (opening windows)</p> <p>Interim health and safety audits have been undertaken by Emprocom our health and safety advisors, these will be issued to schools and uploaded onto the Every compliance system prior to opening for viewing.</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records.</p>	<p>All compliance checks carried out weekly and will be reinforced ready for the return of all children on September 1st. All risk assessments and health and safety procedures in place ready for external contractors to begin building work during the Summer break.</p> <p>Health and safety audit and review taken place by Emprocom on Monday 27th April.</p> <p>Fire drill completed termly following the changes to fire procedures for drill purposes. Any issues recorded and dealt with.</p>	
<p>Staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your 	<p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher</p>	<p>All staff briefed on working groups and government guidelines in connection with working conditions</p>	



	<p>school</p> <ul style="list-style-type: none">• Cleaners• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p> <p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and</p>	<p>and hygiene to prevent any contamination including the restricted use of the staff room and kitchen facilities.</p> <p>Staff to use own equipment and no sharing of equipment.</p>	
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Cleaning	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners 	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and</p>	<p>All facilities and equipment cleaned throughout the day and at the end of the day. Staff briefed on this.</p> <p>Specific list of areas to be disinfected frequently to</p>	



	<ul style="list-style-type: none"> Contractors Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none"> replacement/cover site staff if the duties are contracted in voluntary assistance from other school staff external cleaning services temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health</p>	<p>be made and discussed with cleaning staff.</p> <p>Hand sanitiser located around the school site including entrance, exit, staff toilets and staff room.</p> <p>PE equipment to be wiped before passing between classes for use. No other equipment to be shared between classes.</p>	
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