

September Re-Opening of School for Students - Risk Assessment

Activity:	September Re-Opening of School during Coronavirus (Covid-19) Pandemic for Students			Location:	Caldew School
Assessor:	Vicki Jackson	Ref No.:		Distribution:	All Staff and parents
Date:	8/1/2021	Proposed Review Date:	15/1/2021	Signed:	V Jackson

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to	Residual Risk
<p>Spread of COVID 19 from students and staff during partial reopening of school in January 2021</p> <p>COVID-19 new variant more transmissible than previous (50-70% more transmissible) so is more easily passed between people</p>	Serious respiratory illness, death	All building users including staff, students, catering, cleaning & site staff, contractors/ maintenance personnel	High	<input type="checkbox"/> Only students classed as vulnerable and children of key workers allowed into school <input type="checkbox"/> Survey of parents completed weekly to identify numbers of students who will be attending. <input type="checkbox"/> Parents advised that if they can make alternative arrangements this would be the safest option for everyone <input type="checkbox"/> Class size for these groups capped at 12 <input type="checkbox"/> Students will be kept in the same class bubbles all week <input type="checkbox"/> Class bubbles will be kept apart on the school site and will not mix <input type="checkbox"/> Rooms used will be ventilated <input type="checkbox"/> Students seated 2m apart in classrooms and at lunchtime <input type="checkbox"/> 2m social distancing marked out in these rooms for staff <input type="checkbox"/> Staff must stay 2m away from students and other members of staff <input type="checkbox"/> Same room will be used all day and cleaned at the end of the day <input type="checkbox"/> Each class bubble will have separate breaks and lunchtimes and will not mix <input type="checkbox"/> Student numbers will be reviewed daily to ensure safety measures can be maintained <input type="checkbox"/> Groups will be staffed on a rota basis <input type="checkbox"/> All students and staff in school will be offered weekly Lateral Flow test. <input type="checkbox"/> Staff will work from home where it is possible to reduce the number of staff on site. <input type="checkbox"/> All other control measures as detailed below will remain in place.	<p>Parents survey is being completed weekly and timetable done to minimise the number of staff needed to supervise these groups</p> <p>Timetable will be reviewed daily to ensure minimum number of staff in school</p> <p>System in place to offer and implement testing</p>	medium
Students & spread of Covid-19 virus	Serious respiratory illness, death	All building users including staff, catering, cleaning & site staff, contractors/	High	<input type="checkbox"/> Implement all advice and communicate to parents. Currently any student developing a new continual cough, a temperature in excess of 37.8°C or loss or change of smell or taste whilst at school must be sent home and advice re self-isolating for 10 days offered. Parents asked to inform Headteacher if any child develops symptoms. Parents will be advised about testing https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	<p>Check students daily for symptoms. Staff will be given training on what to look for</p> <p>Regular reminders about symptoms</p> <p>Guidance to parents issued</p> <p>The Local Authority Public Health Team has produced specific guidance and</p>	Medium

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		maintenance personnel		<ul style="list-style-type: none"> <input type="checkbox"/> Students with any underlying medical conditions and/ or pregnancy identified. Risk assessments for individual students where appropriate. Medical Needs plans updated. Those in a high-risk group (as defined by the PHE advice) are advised to seek advice from NHS 111 or GP practice. <input type="checkbox"/> If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. <input type="checkbox"/> Children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions will have an individual risk assessment that is reviewed regularly. If advised by their doctor these children will stay at home and remote learning will be set. <input type="checkbox"/> Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Medical Needs Plans have been amended to give appropriate guidance. <input type="checkbox"/> If a student tests positive for COVID-19 parents must inform the Headteacher. The Headteacher will take and act on the advice of Public Health/LA. School will engage with Test and Trace system. <input type="checkbox"/> If a student is contacted by the Test and Trace system as they have been in contact with a person who has tested positive for COVID-19 parents must inform the Headteacher. The student must not attend school for relevant period of isolation. This will be discussed with the parent. If they subsequently test positive for COVID-19 they must inform the Headteacher. The Headteacher will take and act on the advice from Public Health/LA <input type="checkbox"/> Students who are in the BAME category – conversations with parents about the measures to be put in place to ensure a safe return. These students are treated as vulnerable and a risk assessment will be in place <input type="checkbox"/> Where students are the first in the household to have symptoms of coronavirus, then they must stay at home for 10 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. For anyone else in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Parents are to be reminded of these rules 	<p>advice on what to do if someone becomes ill</p> <p>Isolation room will be D4 and students will use the disabled toilets</p> <p>Doors on classrooms and corridors to be propped open where possible</p> <p>Letter for parents to explain what to do if a child is showing symptoms</p>	

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				<input type="checkbox"/> Students who become ill on site are isolated immediately and parents contacted to collect. If a young person needs to be sent home after exhibiting symptoms, they will be asked to wait in a separate room and allowed to use identified toilet. The toilet will be locked to other school users. <input type="checkbox"/> Such individuals will be monitored by a member of staff. PPE will be available for this member of staff <input type="checkbox"/> After use, the toilet will be cleaned by cleaning or site staff following national PHE guidance on cleaning in non-healthcare premises <input type="checkbox"/> Any siblings living in the same household will also be sent home. <input type="checkbox"/> The school will follow the Cumbria County Council procedure for dealing with known or suspected cases of COVID-19 <input type="checkbox"/> Students will not be able to return to school until the end of the period of isolation or a negative test result is provided. <input type="checkbox"/> First aiders will wear PPE. This will be disposed of following guidelines <input type="checkbox"/> Mobile phones should not be used in school except in emergencies as these are a potential source of transmission.		
Inadequate cleaning (premises/ surfaces/ clothing) & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users including staff, students, contractors/ maintenance personnel	High	<input type="checkbox"/> Cleaning of the school site will follow the guidance set out in the guidance for cleaning of non health care settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <input type="checkbox"/> Classrooms and dining facilities cleaned after use during school day. All areas of the school that have been used cleaned at end of the school day <input type="checkbox"/> Any rooms that are used by more than one year group will be cleaned between uses to prevent transmission <input type="checkbox"/> All surfaces and desks in classrooms, offices, reception areas etc kept cleared to allow effective cleaning. <input type="checkbox"/> Toilets will be cleaned regularly during the school day If cleaning an area where a known or suspected Covid19 infected person has been or someone displaying the symptoms the following guidelines will be followed cleaning in non-healthcare premises	Cleaning schedule to be written showing areas to be cleaned during day and stating when they should be cleaned	Medium
Transmission of virus within school	Infection spread leading to serious respiratory illness, death	All users of school building	High	<input type="checkbox"/> Students will be reminded to clean their hands when arriving at school, a regular points during lessons, before lunch and breaks and before leaving school <input type="checkbox"/> All classrooms have hand sanitiser. <input type="checkbox"/> Students reminded to sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.	Increased handwashing and hand sanitising facilities done 2m spacing marked out around building done	Medium

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				<ul style="list-style-type: none"> <input type="checkbox"/> Hand sanitiser will be at the entrance and students will be directed to use it. This will be monitored. <input type="checkbox"/> Used tissues will be put in a lidded bin immediately (as above – all waste bins to be double-lined). Lidded bins in all classrooms, toilets and student services. If bins are not lidded bags need to be double tied. <input type="checkbox"/> Students will be kept in Year group bubbles and will not mix with other year groups at any time. Each year group will be in designated part of the school with specific allocated rooms <input type="checkbox"/> Each year group will have a designated entry and exit point for the start and the end of the school day. Additional hand cleaning facilities will be in these areas <input type="checkbox"/> The school building will not be open until 8.30am <input type="checkbox"/> Each year group bubble has a designated entry and exit point to school building <input type="checkbox"/> Duties will be at entry points at the start of the day to ensure hand cleaning takes place <input type="checkbox"/> Students in years 7-9 will be taught in the same class and room each day. They will come into contact with the minimum number of adults as is possible to deliver a meaningful curriculum to limit the chance of infection being spread. <input type="checkbox"/> Students in Y10 and 11 will be in the same groups and rooms for core subjects. Option subjects will be taught in designated year group rooms. This is to reduce movement around the school <input type="checkbox"/> Y12 and 13 will be taught in designated rooms. <input type="checkbox"/> All classrooms used will have fresh air ventilation either through external windows of manual fresh air ventilation in line with HSE guidance https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm <input type="checkbox"/> Any rooms that are used by more than one year group will be cleaned in between uses. <input type="checkbox"/> Rooms without external ventilation will not be used <input type="checkbox"/> Adults will maintain 2m social distancing from students <input type="checkbox"/> Windows and doors in classrooms should be opened to allow ventilation <input type="checkbox"/> Breaks and lunchtimes will be staggered to minimise mixing of students. Students will be kept in Year group bubbles. Each year group will have designated areas <input type="checkbox"/> Finger print system at tills for paying for food – this will be sanitised between each student <input type="checkbox"/> Students line up to get dinners socially distanced. Staff must stay 2m away from students 	<p>additional cleaners on site done</p> <p>signs for one way system. Staff and students briefed on this</p> <p>letter to parents setting out measures</p> <p>staff asked to give regular reminders about social distancing as students walk around school</p> <p>eye level signs for one way system</p>	

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				<ul style="list-style-type: none"> <input type="checkbox"/> Students and staff will be required to wear face masks on corridors at lesson change overs, when entering and exiting the building, when moving to their social areas at breaks and lunchtimes, outside and at other times when directed to by the school. Sixth Form students must wear face masks in the Common Room and rooms used in free lessons. <input type="checkbox"/> Students will be reminded about the need for distancing from others as much as possible. <input type="checkbox"/> Students will wear uniform. There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting <input type="checkbox"/> Students bring own pens and pencils to school and will not share these <input type="checkbox"/> Classroom based resources, such as books can be used and shared within the year group bubble. These will be cleaned regularly. Any resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously by technicians, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. <input type="checkbox"/> Teachers MUST: <ul style="list-style-type: none"> <input type="checkbox"/> Stay at the front of the room in the designated box mapped out on the floor. <input type="checkbox"/> Not go over to the students at any time. <input type="checkbox"/> Minimise all contact between students. Eg no group work with face to face contact <input type="checkbox"/> Minimise the use of resources when planning lessons. <input type="checkbox"/> All soft furnishings have been removed from around the school <input type="checkbox"/> Students and staff should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Mobile phones will not be allowed to be used on site by staff or students. Bags are allowed. <input type="checkbox"/> Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided <input type="checkbox"/> One way circulation system in place around the building where possible <input type="checkbox"/> Students to bring own water bottle. Water dispensers will be switched off <input type="checkbox"/> Parents and students will be told mobile phones cannot be used as these are a potential source of infection. <input type="checkbox"/> Parents to be reminded of their role and the importance of ensuring students follow Government guidance outside of school to reduce chances of transmission 		

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				<input type="checkbox"/> All surfaces in classrooms must be kept clear so they can be effectively cleaned. <input type="checkbox"/> Students who arrives late to school will go to main reception. Student Services staff will be called to come and meet students, ensure handwashing and escort students to classroom <input type="checkbox"/> Students doing PE will come to school in their PE kit. Changing rooms will not be used. Showers will not be used <input type="checkbox"/> Large gatherings will not be allowed <input type="checkbox"/> Detentions and seclusion will be within year group bubbles		
Transmission within wider community due to increased number of people in the area	Infection spread leading to serious respiratory illness, death	Students, staff, wider local community	High	<input type="checkbox"/> Students not allowed into the village <input type="checkbox"/> Students encouraged to walk or cycle if possible <input type="checkbox"/> Students sat in year groups on school buses <input type="checkbox"/> Students are required to wear face coverings on school transport. Parents informed of this <input type="checkbox"/> Students using public transport must wear face coverings <input type="checkbox"/> Guidance will be given to staff and students on how to safely remove face coverings	<p>staff on duty at start and end of day</p> <p>letter to parents to communicate measures</p> <p>school to work with local authority and transport providers on transport issues</p>	Medium
Inadequate hand washing & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users including staff, catering, cleaning & site staff, contractors/maintenance personnel	High	<input type="checkbox"/> Students will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning chemicals, eating/drinking, using the toilet and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean. <input type="checkbox"/> Hand washing should be done using soap & water for a minimum of 20 seconds. Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be used if soap and water are not available, but is not a substitute for hand washing. <input type="checkbox"/> Additional handwashing facilities installed <input type="checkbox"/> Hand sanitiser will be available at the entrance/exit/toilets/in year group areas/dining rooms	<p>Posters around the school as appropriate.</p> <p>Ensure all sinks have necessary stock & restock as necessary. Checked regularly</p> <p>Ensure all attending understand how to wash hands correctly. Regular reminders at start of day</p> <p>Sanitise sinks daily.</p> <p>Ensure stocks of disposable paper towels are available in all toilet areas instead of hand dryers.</p> <p>Signage</p>	Medium
Inadequate personal protection & PPE & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users including staff	High	<input type="checkbox"/> First Aiders to have access to PPE <input type="checkbox"/> Removal, cleaning and disposal – as per guidelines.	<p>Ensure adequate bins and tissues are made available. Ensure school has a stock of rubber gloves and if needed, disposable gloves/aprons/facemasks.</p>	Medium

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Inappropriate social distancing measures not followed & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel	High	<input type="checkbox"/> All to observe social distancing in line with government guidance as much as possible. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <input type="checkbox"/> Students briefed about importance of social distancing at the start of each day. <input type="checkbox"/> Classrooms set up so students all so students not sat face to face. <input type="checkbox"/> Areas marked out for staff that will ensure 2m distance from students <input type="checkbox"/> 2m spacing marked out around the school <input type="checkbox"/> As far as possible students will be kept in the same groups.	<p>Daily sanitising as appropriate.</p> <p>Groups of students to be allocated their own classroom. Staff in the same room should observe social distancing rules.</p>	Medium
Visitors & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel	High	<input type="checkbox"/> Only essential visitors will be allowed into school <input type="checkbox"/> Visitors will be by appointment only and attend by themselves if possible. <input type="checkbox"/> Visitors must wait outside reception using the socially distanced squares. Visitor numbers are limited in Reception. Parents who are collecting students must wait outside. <input type="checkbox"/> Visitors must wear face masks and follow appropriate hygiene and social distancing arrangements in school <input type="checkbox"/> Mobile phones must not be used by visitors in the school building. Equipment brought in should be limited. Bring a drink if needed. Equipment should not be shared. <input type="checkbox"/> Access to contractors/external maintenance personnel should only be granted by arrangement for essential maintenance / statutory inspection needs only– see also ‘Maintenance’ below. <input type="checkbox"/> School risk assessments will be shared in advance with any contractors and other visitors if required <input type="checkbox"/> In an emergency situation where access is required urgently to undertake maintenance - appropriate hygiene and social distancing arrangements must be followed. <input type="checkbox"/> All visitors and contractors will be required to report at reception. Reception staff will sign them in and email SLT to inform them of who is on site. Lanyards will not be issued, instead visitors will be given a sticky label to wear. Visitors will be collected from Reception by a member of staff.	<p>Any visitors to site must be approved by the Headteacher/PDH.</p> <p>The Site Manager will assess the need for essential maintenance and compliance work.</p>	Low

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				<input type="checkbox"/> Delivery drivers must report to reception, except catering deliveries that will go straight to the kitchen <input type="checkbox"/> Delivery drivers must not enter the school building. Unloading deliveries outside that will then be moved into the building by school staff. <input type="checkbox"/> Reception and cleaning team to liaise re cleaning of meeting room afterwards. <input type="checkbox"/>		
Visiting teachers and spread of COVID 19 eg supply, music, SEND	Infection spread leading to serious respiratory illness, death	All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel	High	<input type="checkbox"/> All visiting staff will be briefed on schools procedures and given an induction pack <input type="checkbox"/> They will maintain 2m social distancing from students <input type="checkbox"/> Additional music lessons will be taught in bubbles <input type="checkbox"/> Visiting staff must report any symptoms to the Headteacher		Low
Fire and emergencies	Inability to operate emergency systems or procedures	All building users including staff, catering, cleaning & site staff, contractors/ maintenance personnel	High	<input type="checkbox"/> Revised Fire Orders are in place and will be issued to all staff. Students will be briefed on this <input type="checkbox"/> Site staff cover to ensure the site is safe – including the operation of intruder and fire alarms. <input type="checkbox"/> Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. <input type="checkbox"/> Ensure fire doors to rooms not being used are closed. <input type="checkbox"/> At the end of each day, ALL fire doors must be closed.		Low
Lack of wellbeing management	Mental ill health	All staff	High	<input type="checkbox"/> Student services open to support students who are experiencing difficulties. <input type="checkbox"/> Small group supervision available for those students who need this <input type="checkbox"/> Social distancing will be maintained in all contact with students <input type="checkbox"/> Student survey used to identify issues		Med
Student becomes seriously ill at school (unrelated to current pandemic)	Death or serious medical emergency	All building users including staff, catering, cleaning & site staff,	Med	<input type="checkbox"/> Follow NHS guidelines. <input type="checkbox"/> Call parent/carer <input type="checkbox"/> Call 999 if necessary. <input type="checkbox"/> Isolate the ill person in a separate room if possible – send all other occupants of the room to a place of safety. <input type="checkbox"/> Implement first aid as necessary – PPE available for First Aiders		Low

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		contractors/ maintenance personnel		<input type="checkbox"/> Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.				
Further Action Required					Date Action Completed	Date RA Reviewed	Significant Changes Y/N	Shared with Staff Date or N/A
<p>This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, adapted as necessary.</p> <p>The LA Public Health Team have a dedicated helpline number for educational settings – please call 0800 046 8687 for additional advice.</p>						3/1/21	Y in red	10/1/21