

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School	Date of assessment	Review date	
Vernon Primary School	13 th July 2020	September 2020 – reviewed 10.9.20 Next review date – 13 th November 2020 Reviewed – 21/10/20 Updated – 5/11/20 in light of new guidance (lockdown).	
Name and Position of Assessor(s):	Joanne Carvell, Headteacher Sarah Kiely, Deputy Headteacher Ashley Hickson, Chair of Governors	Assessor(s) Signature:	J Carvell S Kiely A Hickson
Headteacher's Name:	Joanne Carvell	Headteacher's signature:	J Carvell
Chair of Governor's Name:	Ashley Hickson	Chair's signature	A Hickson

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss

MEDIUM: Possibility of accident - causing minor injury or loss

LOW: Accident unlikely - with control measures in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
Child or staff member displaying symptoms of coronavirus whilst at school.	Children and staff in the bubble. Children and staff who the staff member has come in to contact with.	Child will access a well ventilated room to wait to be collected. Any member of staff coming in to contact with a child or member of staff who has symptoms to wear full PPE. Staff guidelines also outline the need to wash hands thoroughly (following the 20 second rule) if anyone has come in to contact with a child or adult with symptoms. The room where the child has isolated in school whilst waiting to be collected will be thoroughly cleaned when they have left.	Medium	

The positive testing of coronavirus in both staff and children.	Children and staff in the bubble.	<p>Staff and children have been advised not to come to school if they have coronavirus symptoms or if they live with someone who has symptoms or who has tested positive.</p> <p>Communication with parents about the systems in place should a positive test result occur in either a child or someone in their household.</p> <p>Sharing of staff guidelines – should a member of staff contract coronavirus, children and staff they have been in contact with to stay at home for 2 weeks.</p>	Medium	<p>Letter communicating to parents/carers about the systems in place to keep everyone safe should a positive test of coronavirus be confirmed (children or staff) – guidance.</p> <p>Use of testing kit (kept in school), to provide to parents or staff should the need arise.</p>
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B. Hygiene and Handwashing

Safety and hygiene of staff and children to reduce the risk of infection during the school day.	Children and staff	<p>All adults and children to be aware of cleaning regime:</p> <ul style="list-style-type: none"> - Frequent washing of hands (soap and water for 20 seconds and dry thoroughly, not using a hand drier, paper towels instead) link – www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - Clean hands on arrival at the setting. Children should deposit their permitted belongings in their working space, then be taken to wash their hands. - Clean hands before and after eating and after sneezing and coughing. - Be encouraged not to touch mouth, eyes and nose. <p>Use a tissue or elbow to cough or sneeze in to and use bins for tissue waste (catch it, bin it, kill it).</p> <p>Timetabling allows for increased amount of handwashing to take place.</p> <p>Washbasins to be labelled for class/year groups.</p>	Low	<p>Ensure that sufficient hand sanitiser is available at hand sanitiser stations around the classrooms and school.</p> <p>Ensure that enough tissues are available in school to support the pupils and staff in relation to hygiene routine.</p> <p>Skin friendly skin cleaning wipes (including anti bacterial/viral properties) are available as an alternative for children who need them.</p>
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• Cleaning

Cleanliness of environment used by children and staff.	Children and staff	<p>Toilets to be deep-cleaned by cleaning company at the end of the day.</p> <p>Toilets to be sprayed at lunchtime with anti-bacterial spray (staff) and after use.</p> <p>Tables and contact points to be cleaned regularly.</p> <p>Staff to clean surfaces and touch points when used.</p> <p>Bins to be emptied before they are full and at least once daily (by cleaners).</p> <p>Cleaner to only enter the building when all staff and pupils have exited.</p> <p>When cleaning, staff to wear gloves.</p>	Low	Summer holiday cleaning planned (2 full weeks of deep cleaning prior to September).
Cleanliness of environment used by children and staff.	Children and staff	<p>Equipment that has been used (and that can be cleaned) is identified by the teacher at the end of the day to the cleaner so that those objects can be disinfected.</p> <p>No toys to be brought from home.</p> <p>Resources that cannot be cleaned according to the instructions are packed away until after the CO-VID-19 epidemic is over.</p> <p>ipads should be wiped several times daily and between use.</p>	Low	We will not be using the outdoor equipment.
Cleanliness of environment used by children and staff.	Children and staff	<p>Staff to clean surfaces and touch points when used, wearing gloves.</p> <p>Bins to be emptied before they are full and at least once daily (by cleaners).</p>	Low	

Cleanliness of environment used by children and staff.	Children and staff	Cleaner to only enter the building when all staff and pupils have exited. When cleaning, staff to wear gloves. Communication from teacher to cleaner should be left visible in the classroom area at the end of each day.	Low	Monitor that cleaning schedule document is checked against daily and signed off by Caretaker/Business Manager.
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C. Social Distancing

<p>Access to a safe learning space to reduce the risk of infection.</p>	<p>Children and staff</p>	<p>Reception cohort will be one bubble of 61, years one and two will be one bubble (separate class pods of 30 or less. Years three and four will be one bubble with separate class pods of 30 or less. Years five and six will be one bubble with separate class pods of 30 or less.</p> <p>Planned staggered start and finish times to the day for each bubble. Playtimes and lunchtimes will also be staggered for each bubble.</p> <p>Lunches will be eaten in the classrooms and not the hall.</p> <p>Each class will spend time in their allocated classroom apart from Reception who will be eating their lunch in the hall.</p> <p>Tables in the classrooms to be organised in to rows facing the board.</p> <p>Tape at the front of the classrooms to mark where the teacher can stand at a safe distance away from the children.</p> <p>Furniture to be re-arranged/removed to allow for tables to be in rows.</p> <p>Doors to classrooms to be left ajar to ease air flow.</p> <p>Where possible, windows to be left open.</p>	<p>Low</p>	<p>Autumn term update – Reception, Year 1, Year 5 and Year 6 children eat in the hall (staggered for social distancing purposes). The rest of the year groups eat their lunches in the classrooms.</p> <ul style="list-style-type: none"> • Reception timings to be agreed (Reception will be visiting in the first week). • Bubble 2 (Years 1 & 2): 8.45am – 2.50pm • Bubble 3 (Year 3 & 4): 8.55am – 3.00pm • Bubble 4 (Year 5 & 6): 9.05am – 3.10pm <p>Autumn term update- Staffroom is marked out at 2 metre distance between chairs. Maximum capacity of 9 (sign on the door). Yellow tape now marks out a space around the sink area to fit 1 person at a time. Hand sanitizer close to the door.</p> <p>Additional signage has been put up on doors to spaces (offices, Sapphire room etc...) to outline the maximum capacity per room.</p>
<p>Safe movement around the school to reduce the risk of infection.</p>	<p>Children and staff</p>	<p>One way system will continue to be in place along the corridors (tape on the floor to mark out the system). All staff and children to follow the system when walking round school.</p> <p>Floor markings continue to be in place around the school building and to encourage social distancing (queuing areas etc...) – 2M apart.</p>	<p>Low</p>	<p>Teachers/TAs leading pods of children to model the systems to the children on the first day. Children to practice walking along the markings and following the arrows, closely supervised by staff.</p>

Safe use of toilets to reduce risk of infection.	Children	Toilet cubicles to be allocated per bubble (same year group using the same toilet). Toilet to be sprayed with anti-bacterial spray following use (by staff). High need SEND children to use disabled toilet. This will be sanitised after use.	Low	Toilets to be thoroughly cleaned by the cleaners at the end of each school day. Added – 5.11.20 in light of new guidance. All staff are asked to wear face coverings when moving around inside the school in communal areas (corridors, staff room). When moving around in the staff room, staff are asked to wear face coverings. Once sat down, face coverings can be removed and remain off whilst still.
Safety of children during playtimes and lunchtimes, to reduce the risk of infection.	Children	Unused areas around school will be cordoned off with tape. Children will not be able to use the Trim Trail or climbing wall/outside equipment outside. Wet playtimes are planned for to accommodate children safely. Midday Assistants to clean the surfaces once the children have left to go outside to play following their lunch. Revision of Midday Assistant timetable for delivery of lunches to the classrooms to ensure no cross overs.	Low	Staff to supervise the children outside on the playground, directing them not to use the outdoor equipment. The time outside for each bubble (2 year groups) will be time-tabled to enable enough safe space. This will be the same for playtime sessions. Outdoor equipment will be cleaned following use.

The safe use of resources.	Children	<p>iPads will be allocated to Year 6. iPads will need to be cleaned/wiped regularly.</p> <p>All children to have their own set of resources on their tables (not to be used or shared with anyone else). Individual sets of resources to be provided by school prior to the children starting.</p> <p>PE equipment to be cleaned/sanitised before and after use.</p> <p>Outdoor PE to be prioritised where possible. If indoor PE is taking place, children to be spread out as much as possible. Contact sports are to be avoided. Children are to engage with PE in the same groups. Staff to be mindful of enhanced cleaning, particularly when children are active and using equipment indoors. Year 6 pupils (girls and boys will get changed separately in different year 6 classrooms)?</p> <p>Class groups to engage with PE and outdoors.</p>	Low	<p>Clear regular communication with parents/carers re: resources (asked to clarify with children prior to starting school).</p> <p>Items a child can bring are: a bag, a named water bottle which can be kept on their desk, their lunch in a lunchbox, sun cream (if they can apply it themselves), inhaler (if they have one), a sun hat (if required) and/or a coat/jacket, to be kept in the cloakrooms, PE Kit, reading book.</p> <p>If Year 5 or Year 6 children are walking to and from school, they may bring their phone and keep them in their bag or in their own tray (switched off).</p>
The safety of children before and after school (external providers).	Children	The before and after school providers are in contact with the school to ensure that children who are assigned to bubbles are kept apart too, before and after school.	Low	Ensure that regular communication is in place between school and before/after school providers about children who are accessing their clubs.
The safety of staff when moving between different classes/year groups.	Staff	<p>Those staff who need to move between classes and year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Use of taped area to ensure that staff are able to safely keep their distance from each class of children.</p>	Low	This is included in the staff guidelines.
The safety of staff on return to work.	Staff	The school has explained the measures it is putting in place to reduce risks for those staff with significant risk factors and has accommodated additional measures, where appropriate.	Medium	Discussions with Headteacher have taken place. Advice will be gained from Occupational Health and HR.

The safety of staff on return to work.	Staff	The school has considered any measures that are needed to ensure that staff who have been shielding can return to work , ie, to maintain social distancing or working remotely if this is possible in their role.	Medium	Discussions with Headteacher have taken place. Advice will be gained from Occupational Health and HR.
The well-being of staff.	Staff	Regular staff well-being questionnaires to be sent out to all staff. Points of contact (SLT) to be allocated to staff who may be experiencing anxiety.	Low	Referrals to Occupational Health where needed. Phased returns where staff are returning from a long period of absence. Autumn term update - School mobile phone to be purchased (held by Headteacher) for staff contact purposes. All staff will be provided with the number. The phone will be checked at certain times out of hours. This is to protect the well-being of the Headteacher and Senior leaders.
The safe arrival and departure of children to and from school each day.	Children and parents	Communication with parents around any staggered start/end times to and reminded them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Staggered start and finish times to enable social distancing on arrival and departure on the main playground. (Reception – <ul style="list-style-type: none"> • Reception timings to be agreed (Reception will be visiting in the first week). • Bubble 2 (Years 1 & 2): 8.45am – 2.50pm • Bubble 3 (Year 3 & 4): 8.55am – 3.00pm • Bubble 4 (Year 5 & 6): 9.05am – 3.10pm 	Low	

The safety of staff during break and lunchtimes.	Staff	<p>Staggered break times and lunchtimes are in place. Staff have been made aware of the social distancing rules (staff guidelines).</p> <p>Staff to put their own cups etc... in the dishwasher themselves.</p>	Low	<p>During the Autumn term - Staffroom is marked out at 2 metre distance between chairs. Maximum capacity of 9 (sign on the door). Yellow tape now marks out a space around the sink area to fit 1 person at a time. Hand sanitizer close to the door.</p>
The safe use of PPE.	Staff and children	<p>The school has a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.</p>	Low	<p>Communication has been sent to parents regarding face masks.</p>
The safety of SEND children (high need).	Children (SEND)	<p>Use of visuals and social stories used for specific children with SEND.</p> <p>Revised risk assessments to include further support required. Parents are asked to re-inforce message with children about social distancing.</p> <p>Pastoral Manager and SENDco to continue to be in regular contact with parents of children with SEND. Where needed, a phased return can be agreed for those children with anxiety needs.</p>	Low	<p>SENDco to communicate with external professionals about the needs of individuals related to physio/OT. Physio and OT to provide a postural management plan for individuals with high SEND which outlines risk assessed programmes to follow in school.</p>

<p>The safety of temporary/peripatetic teachers who move between schools.</p>	<p>Staff and children.</p>	<p>The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff. Sharing of staff guidelines with visiting teachers. Communication prior to September with visiting teachers to outline the safety rules.</p>	<p>Low</p>	<p>Timetable for peri teachers accessing teaching spaces (one teacher on site at a time, enter via the main entrance and sanitise hands. Follow the one way system to the playground where they can access the Horsa building. Horsa building to be cleaned over the summer break. Hand washing facilities are available. Sanitising spray to be provided to clean music stands and drum kits/sticks prior to the next child using it).</p> <p>Teachers who teach wind or brass instruments will not be permitted to teach on site as this is an unnecessary risk.</p> <p>Visiting teachers will remain at 2 metres from staff/children at all times.</p> <p>Toilet access for visiting teachers (peri) to use the toilet in the Horsa building. Toilet to be cleaned after use by peri teachers (anti bacterial spray).</p> <p>When collecting Key Stage One children, peri teachers to stand by the classroom (not enter) and the children will follow at a safe distance using the markings on the corridor floor.</p>
<p>The safety of children during enrichment sessions (music).</p>	<p>Children.</p>	<p>During singing sessions the pupils will be grouped in the hall or outside in numbers which are no more than 15. Instruments will be played by each child who owns their own instrument (not shared).</p>	<p>Low</p>	
<p>The safety of children and staff.</p>	<p>Children, staff, visitors.</p>	<p>Procedures in place to manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where possible visitors will enter the school site before/after the children have arrived/left. A record is kept of all visitors in school and the location of their visit within school.</p>	<p>Low</p>	<p>Collate a directory of mobile telephone numbers for potential track and trace purposes.</p>

The safety of children and staff.	Children, staff, medical professionals and local authority officers.	Local authority officers complete the visitor risk assessment, where appropriate.	Low	School awaiting risk assessment.
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D. Personal Protective Equipment (PPE)

<p>Safety of staff and children when displaying symptoms.</p> <p>Safety of staff and children during situations where first aid is required.</p>	Children and staff	<p>PPE (face masks, visors, hand sanitisers, aprons) has been delivered to school for use during times of close contact with children (First Aiders) – kept in the Assistant Headteacher’s/SLT office). See revised first aid policy for guidance on disposal of worn PPE. Staff advised to see guidance headings: <i>‘Coronavirus (COVID 19), implementing protective measures in education and child care settings.’ ‘Safe working in education, childcare and children’s social care, including the use of PPE.’ ‘Quick guide for putting PPE on and off.</i> Inset day in September, provide training on how to put PPE on effectively.</p>	Medium	<p>Additional PPE to be ordered by office staff.</p> <p>Planned training on inset day (2nd September)</p> <p>First aid policy updated.</p> <p>Re-allocate an area to store PPE from September (library which will be cordoned off).</p> <p>Re-assign a well ventilated room to use as a medical room should a child display symptoms of coronavirus (room at end of hall – food tech (which will not be in use for food technology during the Autumn term).</p>
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E. Managing Symptoms, Testing and Responding to a Local Outbreak

Safety of staff and children when displaying symptoms.	Children and staff	<p>Staff and children are advised not to come in to school if they have symptoms of coronavirus. Staff and children to be sent home if they develop symptoms of the coronavirus. Child to be isolated in a separate room which is well ventilated.</p> <p>If social distancing not possible, then member of staff dealing with the symptomatic person will wear PPE.</p> <p>The room will be cleaned after the person has left concentrating on contact areas.</p> <p>All paper towels, gloves, aprons will be double bagged or stored for at least 72 hours before being disposed of.</p> <p>On developing symptoms, the member of staff will be asked to obtain a test.</p> <p>Children and staff advised that if they test positive, rest of the class/bubble (children and staff) should be sent home and advised to isolate for 14 days (the other household members of that wider group (pod) do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms).</p> <p>Staff directed to read 'Useful guidance <i>'Coronavirus implementing protective measures in education and childcare settings.'</i></p>	Medium	<p>A follow up letter outlining guidance will be sent out to parents/carers again in September (NHS Test and Trace process)</p> <p>Once available, the school will follow government advice and give home testing kits directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Awaiting for the letter to be provided by the Local Authority to use to send to parents and staff if needed (on advice of the health protection team).</p>
Safety of staff and children if someone tests positive for coronavirus.	Children and staff	System in place to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups, so that they can provide these details if someone who tests positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.	Medium	Add to staff guidelines.
The safety of children and staff.	Staff	<p>Post-testing support arrangements are in place for staff.</p> <p>Staff have been provided with the testing guidelines and will be expected to follow the advice given.</p>	Medium	

The safety of children and staff.	Children and staff	The school has contingency plans and procedures in place to respond to any outbreak based on the advice from the local health protection team.	Medium	
F. Risk Assessment				
The safety of children and staff throughout the school day.	Children and staff.	<ul style="list-style-type: none"> • The school has undertaken a coronavirus (COVID-19) risk assessment, considering the measures in the government's guidance to inform their decisions and control measures. • The Governing body to be fully involved in the decision making in relation to the wider opening of the school. • The Chair of Governors to be fully informed and involved in the regular communication to parents and carers. • Headteacher and Deputy Headteacher have been well supported by the chair of Governors as a result of a high increase of work load. 	Low	<p>Risk assessment published on school website. Chair and Vice Chair of Governors to sign off risk assessment.</p> <p><i>In light of Government guidance – all children staff who receive a letter outlining that they are extremely clinically vulnerable must not attend work (work from home).</i></p> <p><i>Risk assessments to be completed for all clinically vulnerable staff members in light of recent Government guidance under lockdown.</i></p>

FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed
1	The positive testing of coronavirus in both children and staff.	Use of testing kit (kept in school), to provide to parents or staff should the need arise – awaiting arrival of the testing kits.	Headteacher	September 2020	September 2020 ✓
2	Safety and hygiene of staff and children to reduce the risk of infection during the school day.	Skin friendly skin cleaning wipes are available as an alternative for children who need them.	Business Manager	July 2020	September 2020 ✓
4	Safety and hygiene of children and staff to reduce the risk of infection during the school day.	Devise a system for the taking home and bringing in to school of reading books – add to risk assessment.	Headteacher	September 2020	September 2020 ✓
5	Safety of children and staff to reduce the reduce the risk of infection.	System in place to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	Business Manager/ Headteacher	September 2020	September 2020 ✓
6	Safety of children and staff to reduce the reduce the risk of infection.	A follow up letter outlining guidance will be sent out to parents/carers again in September (NHS Test and Trace process), including communication about no Educational visits.	Headteacher	September 2020	September 2020 ✓
7	Safety of children and staff to reduce the reduce the risk of infection.	Risk assessment published on school website.	Assistant Headteacher	September 2020	July 2020 ✓ Check that the risk assessment states that it has been approved by the LA.
8	Safety of children and staff to reduce the reduce the risk of infection.	Communication with external professionals regarding SEND pupils with high need regarding their physio/OT requirements – including gaining recommendations about the safe cleaning of their specialist equipment.	Deputy Headteacher/ SENDco	September 2020	September 2020 and on-going ✓
9	Safety of children and staff to reduce the reduce the risk of infection.	Monitor that cleaning schedule document is checked against daily and signed off by Caretaker/Business Manager.	Business Manager	September 2020	✓ September 2020 and on-going

10	Safety of children and staff to reduce the reduce the risk of infection.	Collate a directory of telephone numbers of external visitors for track and trace purposes.	Business Manager	September 2020	September 2020 ✓
11	Safety of children and staff in the event of a fire.	Arrange for a fire drill (early on in the term) to assess the system in line with social distancing.	Site Manager	September 2020	Date arranged – 18 th September 2020.
12	Safety of children and staff to reduce the reduce the risk of infection.	Inset day meeting to discuss the staff guidelines (sent out to staff in July) and to address any concerns or questions.	Headteacher	September 2020	September 2020 ✓
13	Well-being of staff	School phone to be purchased for staff contact.	Business Manager	November 2020	Business Manager sourcing a phone. ✓
12	Safety of children and staff.	Staff guidelines to be updated with recent Government guidance. Staff guidelines to be circulated to all staff members.	Deputy Headteacher	November 2020	Staff guidelines updated and circulate.
14	Well-being and safety of staff	Individual risk assessments to be written for staff members who fall in to the clinically vulnerable category as well as those who are shielding (who haven't received a letter from the Government asking them to stay at home).	Headteacher/ Deputy Headteacher	November 2020	