

RISK ASSESSMENT: Bilston CE Primary

School reopening: September 2020

**adjusted November 2020*

This document is intended to identify the risk control measures put in place ahead of opening to all pupils and staff in autumn term 2020. It covers the measures needed above and beyond the usual control measures in place, such as hygiene during food preparation or intimate care.

The example measures listed are based on current government guidance:

[Guidance for full opening: schools](#)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for early years and childcare settings](#)

[Planning guide for primary schools](#)

[Safe working in education settings](#)

This document has been shared with Governors, H&S staff; H&S Consultants, LA and will be available for parents on school website.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	Staff Pupils Contractors Visitors	<p>Anyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. This will be in medical room. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <p>If a distance of 2m can't be maintained, supervising staff will wear a face mask (fluid-resistant surgical mask)</p> <p>If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</p> <p>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will wear face mask</p>	<p>Vicky Singh + other Full First Aiders</p> <p>Staff in child's bubble</p>	

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case</p> <p>The driver and passenger will maintain a distance of 2m from each other in school minibus</p> <p>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above)</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team (Public Health). The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <p>The pupils and staff in each group</p> <p>Any close contact that takes place between children and staff in different groups</p> <p>Close contact means:</p> <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <p>Proximity contacts – extended close contact (within 1 to 2 metres for more than 20 minutes) with an infected person</p> <p>Travelling in a small car with an infected person</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed.</p>	<p>Vicky Singh Plus Head Teacher</p> <p>Head Teacher</p>	<p>As well as PHE</p> <p>By Office staff</p> <p>Staff Car sharing is discouraged</p>

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		Any advice given by the team will be followed.		
Contact with coronavirus when getting to and from school and using school minibus for childcare, visits, etc		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For use of school minibuses, discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage.</p> <p>Their allocated drop off and collection times, with different groups being given different times</p> <p>The protocols for minimising adult to adult contact are use of different times to drop off/collect children; using different school entrances such as Ward Street; Albany Crescent and Pirate Ship route.</p> <p>That only one parent/carer should attend</p> <p>Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p>	<p>Head Teacher</p> <p>Minibus staff (drivers and chaperones)</p> <p>Head Teacher / School Office staff</p> <p>Staff in pupil's class bubble</p>	<p>Minibus travel will ensure windows are open and is well ventilated.</p> <p>Door handles / seats / hotspots will be cleaned by Site staff.</p>

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		<p>Toilet facilities (including taps and flush buttons)</p> <p>Door and window handles</p> <p>Furniture</p> <p>Light switches</p> <p>Reception desks</p> <p>Teaching and learning aids</p> <p>Books and games and other classroom-based resources</p> <p>Computer equipment (including keyboards and mouse)</p> <p>Sports equipment</p> <p>Hard toys</p> <p>Telephones</p> <p>Outdoor play equipment</p> <p>Items that need laundering (e.g. towels, flannels, kit) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day as well as areas that are hotspots will be cleaned at break times as well as lunchtimes. Additional cleaners brought in for this purpose.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <p>Cleaned frequently and meticulously, and always between groups using them; or</p> <p>Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</p> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment,</p>	<p>Sports Officer/Soccer 2000</p> <p>Support staff</p>	<p>Use of washing machine in school</p>

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		<p>will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	Assistant Site Manager	Use of mini power zone air cleaner
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>School will operate Year Group bubbles.</p> <p>With exception to EYFS children, children will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. We will have desks in rows facing the teacher. Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>School will operate a one way system (as operated from 1st June). External doors/pathways used around building from each bubble to ensure large groups of children do not come into contact with one another</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Music lessons will take place in classroom (not music room). Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils</p>	<p>Class Teachers</p> <p>Head Teacher</p> <p>Music staff</p> <p>PE staff</p>	

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		<p>will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	Head Teacher/ ABanyard/ Business Manager/ Pastoral Manager	Staff wear PPE
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. See School Rotas</p> <p>Movement around the school site will be kept to a minimum...one way systems</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't</p>	<p>Class teachers</p> <p>Senior Leaders</p> <p>All staff</p>	

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		<p>occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. At lunchtimes each year group bubble will be given separate space to eat in.</p> <p>Toilet use will be managed to avoid crowding. Midday supervisors supervise these areas (also Peer Supporters monitor this at lunchtimes).</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Childcare: breakfast / after-school / minibus provision, will resume for all year groups in September. Pupils will be kept in their same bubbles and where not possible, will stick to small, consistent groups. Maximum use of space will be used by staff to distance children. Minibuses will operate with children kept in same bubbles and distanced by missing out seats.</p>	<p>Site Manager/ Office staff</p> <p>Off Sites Coordinator</p> <p>Childcare staff</p>	<p>NO external fixed play equipment to be used</p> <p>Toilet cubicles to be marked for each bubble</p> <p>Visitors to wear face masks</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in key locations to dispose of tissues and any other waste.</p>	Site Manager / Head Teacher / Business Manager	External play equipment not to be used by children

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		Outdoor space will be used for exercise and breaks, and for education where possible.		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted in a room large enough to allow for social distancing.</p>		
Individuals vulnerable to serious infection coming into school		<p>Shielding guidance has now been paused: all staff and pupils are expected to come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing, individual risk assessments will help with this.</p>	Business Manager	Extremely Clinically vulnerable staff to shield in lockdown
Impact on physical & Mental health	Staff	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open door policy for those who need additional support. 	Senior staff	Employee Assistance Programme purchased
Capacity issues to maintain school open	Staff	<p>School monitors daily any staff absence.</p> <ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self isolation' period) has passed, in line with national guidance 	Head Teacher Governors	

*see covid-19 Audit plan to identify additional preventative measures which eliminate risk of virus transmission