

RISK ASSESSMENT: Bilston CE Primary

School reopening: January 2021

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 and more recently in line with January 2021 National Lockdown. 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](#)

[National Lockdown 6th January 2021](#)

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 |
|---|--|---|--|---|
| Critical worker and vulnerable children in school only. Staff in. | Children Staff Parents | Limit bubble size to 12 children following Govt guidance. Ensure staff work on rotas limiting number of staff in school and requirement that where staff work from home where possible | HT + Govs | Staff and Parents will follow the same control measures as previously stated. |
| Contact with someone suffering from coronavirus | Staff Pupils Contractors Visitors | 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. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. 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. In the case of a symptomatic pupil who needs to be supervised before being picked up: If a distance of 2m can't be maintained, supervising staff will wear a face mask (fluid-resistant surgical mask) | Vicky Singh + other Full First Aiders Staff in child's bubble | |

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| Transmission of virus | Staff and Parents | <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. Any advice given by the team will be followed.</p> <p>Wear face coverings when speaking with Parents</p> <p>Wear face coverings when out of your social bubble.</p> | Site staff / Senior staff | |
| 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</p> | <p>Head Teacher</p> <p>Minibus staff (drivers and chaperones)</p> <p>Head Teacher / School Office staff</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>rigorous about hand washing and respiratory hygiene.</p> | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> | | <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 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>NO SCHOOL VISITS PERMITTED IN NATIONAL LOCKDOWN</p> <ul style="list-style-type: none"> Childcare: Only essential wrap around clubs for key workers will be available <p>breakfast / after-school / minibus provision, will resume for all year groups in September. Pupils will be kept in their same bubbles and where</p> | <p>Class teachers</p> <p>Senior Leaders</p> <p>All staff</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> <p>Staff to wear masks in public</p> |

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| | | <p>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>Spreading infection due to the school environment</p> | | <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> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> | <p>Site Manager / Head Teacher / Business Manager</p> | <p>External play equipment not to be used by children</p> |
| <p>Spreading infection due to excessive contact and mixing in meetings</p> | | <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> | | |
| <p>Individuals vulnerable to serious infection coming into school</p> | | <p>Those staff and children who are clinically extremely vulnerable should not attend school and should work from home / remain at home and continue with on-line education</p> <p>*A risk assessment must be put in place (see separate risk assessment)</p> | <p>Business Manager</p> | <ul style="list-style-type: none"> Advice for those who are clinically-vulnerable, including pregnant women, is available. <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing</p> |
| <p>Impact on physical & Mental health</p> | <p>Staff</p> | <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) | <p>Senior staff</p> | <p>Employee Assistance Programme purchased</p> |

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| | | newsletter May edition wellbeing special) and has an open door policy for those who need additional support. | | |
| 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 | |
| Virus transmission | All year groups returning to school after February half term | A return to stagger start/arrival and dismissal/end of day times. | Head Teacher | |

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