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| **Coronavirus Risk Assessment for Full Opening of Schools (Primary and Secondary)** | | | | | | | | | | |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Continuity Plan.**  **You must review and update this risk assessment to ensure it reflects your school’s activities and the specific risks and controls you have in place.**  **This guidance is intended to support schools, both mainstream and alternative provision. It applies to primary, secondary (including sixth forms), post-16 academies, infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.**  **Separate guidance is available for early years, further education colleges and for special schools.** | | | | | | | | | | |
| **School Name:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Full opening of schools – November guidance | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Minimise contact between individuals and maintain social distancing wherever possible | Contact with persons suffering from coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.  We will keep groups separate (in ‘bubbles’/‘villages’) and through maintaining distance between individuals.  We will maintain distinct groups or ‘bubbles’/‘villages’.  If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, we will look to implement year-group-sized ‘bubbles’/‘villages’.  All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Measures within the classroom | Contact with persons suffering from coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.  Staff in secondary schools will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.  Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.  Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible.  When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Measures elsewhere | Contact with persons suffering from coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group.  Singing, wind and brass playing will not take place in large groups.  When timetabling, groups will be kept apart and movement around the school site kept to a minimum.  While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.  We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups).  We will also plan how shared staff spaces are set up and used to help staff to distance from each other.  Use of staff rooms will be minimised.  We will inform parents and pupils not to gather at the school gate and visitors will not be allowed on site without an appointment.  School transport will be used in the following means:   * By set ‘bubbles’/‘villages’; * Hand sanitiser used before boarding and unboarding; * Regular cleaning of transport; * Organised queuing and boarding; * Distancing where possible; * Face covering to be used (for those pupils over age 11) and for those who are interacting with people outside of their bubble(s).   Educational visits to be conducted using normal means with social distancing and good hand hygiene measures in place.  We will follow the COVID-19 Practical Lessons in Schools CLEAPSS guidance and implement the additional control measures as recommended. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Other considerations | Contact with persons suffering from coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.  For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.  Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently-touched surfaces.  Resources that are shared between classes or ‘bubbles’/‘villages’, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between ‘bubbles’/‘villages’, 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’/‘villages’.  Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.  Pupil limits will be introduced to reduce the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.  Undertake the Ellis Whittam COVID-19 Daily Management Checklist.  Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.  Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.  Governors meetings held remotely until further notice.  Up-to-date emergency contact details held.  New and expectant mothers risk assessment completed.  Windows opened to allow ventilation (refer to the ‘Risk Assessment Template – Ventilation in Schools’ document on Ellis Whittam’s Coronavirus Advice Hub).  Communication to parents sent out regarding collecting and dropping off children to prevent ‘gathering’.  Staff advised to bring their own food to work.  Ellis Whittam’s COVID-19 Policy in place.  Ellis Whittam’s Health and Wellbeing Policy in place.  Lunch and breaks staggered to minimise social gatherings for pupils and staff.  Regular family contact to ensure that children from families with symptoms do not attend school.  Refer to separate children with (EHC) Plans in place risk assessments.  Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).  Adequate supplies of face masks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.  Face coverings will be provided for pupils and teachers who for whatever reason do not have one.  Face coverings will be worn for students in Year 7 and above, visitors and staff in communal areas.  In our primary schools, where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), our head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing, face coverings in these circumstances. But children in our primary school do not need to wear a face covering.  Use of outdoor spaces for teaching and learning.  Shared materials/resources limited for those  pupils/staff that need to take these home.  Established arrangements are in place between the school and transport companies. We will work with transport companies to stagger start times to enable more transportation outside of peak hours.  We will encourage parents, staff and pupils to walk or cycle to school.  Records maintained of staff/pupils who have been tested for COVID-19.  Close liaison between families regarding symptoms – we will not monitor temperatures.  Staff working from home where possible.  Usage of Ellis Whittam’s COVID-19 Toolbox Talk for staff and pupils.  Tissues and sufficient bins provided.  Pupils and staff wearing face coverings on public transport will be asked to wash their hands-on arrival, dispose of their face covering in a covered bin, or place within a plastic bag to take home.  Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.  Local lockdown action plan to be put in place.  <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools> |
| Physical Education | Contact with persons suffering from coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Pupils will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will be avoided.  Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.  External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. We will refer to the following advice:   * Guidance on the [phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-andrecreation); * Guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus); * Guidance from the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpretingthe-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf); and * Guidance from the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools). |  | 5 |  |  |
| Working in the school | Contact with persons who may have been exposed to coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.  Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.  We understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.  We will follow guidance on the [cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).  We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.  We will not request evidence of negative test results or other evidence before allowing back into school. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.  Usage and passing of testing kits to parents, etc. Advice will be given to parents on the usage of testing kits. |
| Working in the school | Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.  We have updated our behaviour policies with any new rules/policies and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.  Kitchen staff to maintain good hygiene in line with the school’s HACCP. A separate School Catering Risk Assessment has been completed.  Posters promoting good hand hygiene displayed in food areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the school | Disposal of waste that may be contaminated by a coronavirus sufferer | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.  Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. |  | 5 |  |  |
| Working in the school | Contracting and spreading of infection – personal hygiene | Employees  Pupils  Contractors  Visitors  Volunteers | 5 | 5 | 25 | Basic infection controls should be followed as recommended by the government:   * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Put used tissues in the bin straightaway. * Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. * Try to avoid close contact with people who are unwell. * Clean and disinfect frequently-touched objects and surfaces. * Do not touch your eyes, nose or mouth if your hands are not clean.   Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.  We will minimise contact with individuals who are unwell by ensuring that those who have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or who have someone in their household who does, do not attend school.  We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days, and ensure anyone developing those symptoms during the school day is sent home.  All schools will follow this process and we will ensure all staff are aware of it.  If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.  If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.  <https://www.nhs.uk/conditions/coronavirus-covid-19/>  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Working in the school | Welfare  Hand-contact points  Poor hygiene and welfare conditions leading to staff discomfort or illness | Staff  Visitors  Delivery drivers  Pupils  Volunteers | 5 | 5 | 25 | Toilets to have a regular supply of hot and cold water complete with soap and towels.  Hand sanitiser available (where required).  Kitchen area to have a safe supply of mains cold water.  Hand-contact points cleaned daily/where practicable.  Toilets and kitchen area to be regularly cleaned.  Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing. |  | 5 |  |  |
| Working in the school | Infection control including face coverings | Staff  Visitors  Delivery drivers  Pupils  Volunteers | 5 | 5 | 25 | Refer to policy and ensure all staff are aware of its contents and new protocols.  Decontamination – following advice/guidance from the Health Protection Team.  Refer to guidance and posters (where required).  Education poster on COVID-19 to be displayed at the main entrance to the school building(s).  Ellis Whittam COVID-19 Daily Management Checklist to be used.  ‘Staying COVID-19 Secure in 2020’ poster in place at reception. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-care%20provideres-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the school | Contact with delivery drivers / contactors to site / supply teachers | Staff  Visitors  Delivery drivers  Pupils  Contractors  Supply teachers  Volunteers | 5 | 5 | 25 | All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.  Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child’s EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum.  Contractors only allowed on site if the work cannot be completed at another time.  Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.  Contractors, supply teachers and delivery drivers provided with handwashing facilities.  Contractors, supply teachers and delivery drivers supervised at all times.  Visitor information provided at reception for COVID-19 measures taken. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Review Record** |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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