

Reay Primary School reopening: Risk Assessment September 2020

Based on current (as at 26 August 2020) government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Implementing preventative measures in education settings](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Staff and pupils will be asked to go to the Art Room, pupils will be supervised by a Kate/Caroline, they will use PPE or remain 2 metres from the child/adult until the person can go home.</p>	Caroline Andrews Kate Hartill Mike Chirambo	September 2020	<p>High risk of whole school closure if adults and children do not follow the testing guidelines</p> <p>High risk of school closure if there is a positive case in the school.</p> <p>Risk of parents sending pupils to school as they need to work</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>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> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</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 a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			<p>Additional aprons, gloves and disposable masks are sourced.</p> <p>Visors available to staff</p> <p>Parents are unwilling to follow Govt guidelines and share test results. Pupils unable to return to school due to no test.</p> <p>Contact Covid-19 Responsive cell 03003030450</p>
Contact with coronavirus when getting to and from		<p>All staff will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>Children will be told not to cycle to school (unless under</p>	All staff led by Caroline Andrews and Kate Hartill Parents		Lack of space for safe cycle storage/mixing of bubbles

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
school		<p>exceptional circumstances)</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different pupil groups being given different times • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <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.</p>	<p>Caroline Andrews Kate Hartill Mike Chirambo</p> <p>Parental community</p>		<p>Please see additional site plan and FAQ questions document.</p> <p>Parents are concerned about children not wearing masks during the school day.</p>
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided.</p> <p>All classrooms have sinks and soap plus paper towels. Each room has bins with lids.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing- hand sanitizing stations set up outside each main entrance • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use 	All staff	September 2020	<p>Watching NHS handwashing videos.</p> <p>Daily reminders about hand washing.</p> <p>Additional cleaning materials for each class sourced- Milton for washing toys</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>bins for tissue waste</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>			Daily routine set up to ensure classrooms and toilets are well stocked.
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the</p>	<p>Clean Space Mike Chirambo Caroline Andrews Kate Hartill</p> <p>Early years staff</p>	September 2020	<p>Meeting with cleaning supervisors and checklist provided that is completed each day by supervisor to confirm cleaning has taken place.</p> <p>Deep clean completed August 2020 and revisited September 2020</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using the- limited use of shared spaces. No communal gathering to take place.</p> <p>PE to take place wherever possible outside.</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 or wear gloves</p>	<p>Cleaning team Mike Chirambo</p> <p>All staff</p> <p>Mike Chirambo Caroline Andrews Kate Hartill</p> <p>Cleaning team Mike Chirambo</p> <p>Clean Space Mike Chirambo Tuija Sequeira Caroline Andrews</p>		<p>Soft toys etc removed from classrooms and stored safely.</p> <p>Pitch timetable organised September 2020</p> <p>Limited sharing of items. Milton and cleaning wipes provided for each class. 72 hour period between resources being shared.</p>
Spreading infection due		Pupils will be organised into class groups of no more than 30 pupils and one teacher and at least one other adult	All staff	September 2020	Classes will be provided with Milton cleaning fluid

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
to excessive contact and mixing between pupils and staff in classrooms		<p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, the same staff will be assigned to the same group each day.</p>			<p>to use daily/weekly for equipment that has been shared in their class.</p> <p>Equipment that is shared across classes will be cleaned and left for 72 hours between bubbles.</p> <p>Staff are in place to cover PPA. Hygiene procedures will be followed by staff.</p>
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be kept in the same small groups at all times each day.</p> <p>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</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>Rooms will be accessed directly from outside where possible.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p>	<p>All staff</p> <p>Caroline Andrews All staff to stick to rigid timetables</p>	September 2020	<p>Please see separate timetable- including use of toilets</p> <p>Windows and doors kept open as much as possible to promote good ventilation</p> <p>No more than 6 adults in the staff at any one point and staff asked to</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>			<p>maintain a distance, clean surfaces and use gloves if appropriate</p> <p>Staff offered an option of three different staffroom spaces. No more than 6 adults in one space at one time and staff asked to remain 2 metres apart or wear masks if they wish to.</p> <p>Limit number of additional adults on site.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection due to the school environment		<p>Checks to premises will be done to make sure the school is up to health and safety standards before reopening.</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 classrooms and other 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. This will be staggered according timetables. Reception and Nursery will have access to the garden area.</p>	Caroline Andrews Governing Body Mike Chirambo	September 2020 June 2020 September 2020	<p>Legionella tests carried out.</p> <p>See updated Fire risk assessment, First Aid and Emergency Evacuation Procedures.</p> <p>INSET day to go over procedures</p> <p>Site manager to check window openings. Door stops ordered for each room.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Caroline Andrews Alva Gosson Teaching and office staff	September 2020	<p>For human contact staff will meet for staff training/updates. Staff will be in well ventilated areas and at a distance of at least 1.5 metres. Masks worn when necessary.</p> <p>A weekly briefing will be held on a Monday morning to update staff of any changes.</p> <p>G-suite set up August</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> • If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home • If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible • If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions 	Caroline Andrews Kate Hartill	September 2020	<p>2020</p> <p>Individual risk assessments to be carried out for staff who have underlying health issues using the template supplied by the DFE/Govt/LSP</p>