

School Reopening: Risk Assessment Finstock Church of England Primary School

The example measures we list are based on current (as at 24 February 2021) government guidance:

- › [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- › [Annex A: health and safety risk assessment](#)
- › [Coronavirus: advice for pregnant employees](#)
- › [Coronavirus: asymptomatic testing in schools and colleges](#)
- › [Rapid asymptomatic testing in specialist schools](#)
- › [Safe working in education, childcare and children's social care](#)

How to approach risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

Make sure you consult the right people

Talk to:

- › Independent legal experts
- › Your insurance providers
- › Your staff, particularly any health and safety representatives from a recognised union or any other representative chosen by staff – and remember that you'll also need to provide your staff with any training they need on how to implement the measures you're taking (e.g. changes to behaviour rules, how to dispose of PPE)

RAG rate your control measures

Mark up each control measure in the appropriate colour:

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be put in place
- > Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above:

HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current government guidance</u>. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <u>current government guidance</u>.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up. Children will be placed in reception.</p> <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 pupil who needs to be</p>	<p>Pupils or staff that have travelled abroad: you need to point them to the <u>current government guidance on quarantine</u> and they must not come into school.</p> <p>Contact with a symptomatic pupil or pupil who has a positive test at school:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p>If you need to make alternative arrangements to transport them home:</p> <ul style="list-style-type: none"> • Your local authority may be able to source a suitable vehicle to transport the pupil • You must inform the driver that the pupil has developed symptoms/tested positive 	<p>School Leaders</p>	<p>8th March</p>	

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	<p>supervised before being picked up:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation • If a distance of 2 metres 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 • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently,</p>	<p>Staff will still be offered 2 lateral flow tests per week, for use at home.</p> <p>Dealing with a coronavirus outbreak (all schools):</p> <p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p>			

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	<p>we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead or partition that separates the driver and passenger; Henry Box minibus • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will provide staff with a privacy notice so they can consent to testing. Staff will be offered 2 lateral flow tests per week, for use at home.</p> <p>We will ask them to carefully read the government's guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this.</p> <p>We won't need to see evidence of a negative test result in order to allow staff to attend school.</p>				

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	<p>Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> • To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere) • That they, and members of their household, should self-isolate in line with the latest government guidance • That they should report their lateral flow test result, either via the test reporting website or by calling 119 <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>-----</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus either with a lateral flow test or PCR test, and needs advice on next</p>				

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	<p>steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</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, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups 				

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	<p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane 				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p>	<p>Face coverings:</p> <ul style="list-style-type: none"> • In primary schools, it's now recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas) 			

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	<ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <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 • Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport • Windows and ceiling vents are opened to maximise ventilation of fresh air from outside <p>Parents/carers who need to drop off and pick up pupils will be told through</p>				

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	<p>messages and signage:</p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact: different entrances and exits • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will</p>				

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	<p>wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided. Each class has their own hand washing facilities. Each corridor and door has hand sanitiser stations located on walls.</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, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by</p>				

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	<p>posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. 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>				
<p>Spreading infection through contact with coronavirus on surfaces</p>	<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 • Teaching and learning aids 				

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	<ul style="list-style-type: none"> • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) 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, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Explain which areas these will be and establish with cleaning staff if this will be possible.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science</p>				

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	<p>equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <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>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</p>				

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	pupils' books.				
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<p>Pupils will be kept to their Key Stage groups.</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>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep pupils in their groups for most of the classroom time, but will allow mixing in wider groups where necessary (e.g. to deliver specialist teaching).</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to.</p>	<ul style="list-style-type: none"> • Pupil groups – the same principles apply but there's more detail on what you should consider to help you decide on your group sizes • Music, dance and drama – you still shouldn't host any performances with an audience • Team sports - if you're considering offering team sports, you should only consider those sports whose national bodies have developed guidance, such as sports on the list available here. You shouldn't compete with other schools until wider grassroots sport for under 18s is allowed 			

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	<p>Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but</p>				

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	<p>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 and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above.</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>				
Spreading infection due to excessive	Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.	<ul style="list-style-type: none"> • Face coverings – as explained above: <ul style="list-style-type: none"> ○ In primary schools, it's now 			

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<p>contact and mixing between pupils and staff around and outside of the school</p>	<p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and from school'.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</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.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about</p>	<p>recommended that staff and visitors wear face coverings where social distancing between adults isn't possible (e.g. corridors and communal areas)</p> <ul style="list-style-type: none"> ○ In secondary schools, staff and pupils should now wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas) <ul style="list-style-type: none"> ● Breakfast and after-school clubs – you should work to resume your before and after-school educational activities and wraparound care for pupils, where this provision is necessary to: <ul style="list-style-type: none"> ○ Support parents to work ○ Allow parents to attend education or a support group, or access medical care ○ Support pupils' wider education and training ○ Provide support for vulnerable pupils ● Free school meals (FSM) – if parents will be collecting food packages while their child is learning from home (e.g. because they're self-isolating), add any social 			

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	<p>the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding. Staff will manage use of toilets and hand washing facilities</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p> <p>After School club will be a consistent bubble where registers will be kept to enable efficient track and trace.</p>	<p>distancing and hygiene measures you'll be enforcing. For example:</p> <ul style="list-style-type: none"> ○ Staggered pick-up times ○ Marking out spots to queue ○ Only allowing one parent/carer to attend <p>• Educational visits – swimming lessons will resume in April for UKS2 pupils</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.</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>				

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	<p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied 				

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	<ul style="list-style-type: none"> Rearranging furniture where possible to avoid direct drafts <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.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> 3.5m² per child for children under 2 years old 2.5m² per child for 2 year olds 2.3m² per child for children aged 3 to 5 years old 				
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, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>				
Individuals vulnerable to serious infection	Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come	<ul style="list-style-type: none"> Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, 			

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<p>coming into school</p>	<p>into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> o Where possible, maintaining 2 metre distance from others o Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks</p>	<p>even if they've received the vaccine</p> <ul style="list-style-type: none"> • Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete <u>individual risk assessments</u> to help with this) <p>For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the government guidance for pregnant employees.</p>			

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	<p>where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				