**Coronavirus (COVID-19): Risk assessment for reopening after Covid Lockdown**

**Houghton Regis Primary School**

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| Assessment conducted by: J. Edwards and D Pargeter  | Job title: Headteacher and Consultant Headteacher | Covered by this assessment: **staff, pupils, parents, visitors** and **volunteers**. |
| Date of assessment: 06.01.21  | Review interval: 4 weeks – term time | Date of next review: 15/01/21 |
| Date of review: **15.01.21 – following next lockdown announcement** | To continue until 1/04/21 if lockdown stays in place. |  |

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| **Related documents** |
| Infection Control Policy,Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. |

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| **Risk rating** | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| **Severe**Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to actionH/M/L | Recommended controls | In place?Yes/No | By whom? | Deadline | Risk rating following actionH/M/L |
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| **Policies and procedures** | **H** | * All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:
	+ **Health and Safety Policy (inc. Cleaning policy)**
	+ **Infection Control Policy**
* All staff have regard to all relevant guidance and legislation including, but not limited to, the following:
	+ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
	+ The Health Protection (Notification) Regulations 2010
	+ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’
	+ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’
* The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.
* The school keeps up-to-date with advice issued by, but not limited to, the following:
	+ DfE
	+ NHS
	+ Department of Health and Social Care
	+ PHE
	+ The local authority
* All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email.
* Staff are regularly briefed on updates to government guidelines and limitation of viral overload. Parents and carers are updated as seen fit, without causing panic.
* Orange Classroom is only to be used if no other classrooms are available due to the ventilation issues in that area.
* All staff are made aware that the R number is raised in Central Bedfordshire and the fact Houghton Regis was already in Tier 4 when national lockdown was announced on the 4 of January.
* **As we are now again in national lockdown all staff are briefed on revised procedures. These include:**
* **- wearing face covering (mask or visor) in all communal areas outside the bubble. This includes the staff room, toilets, office area, corridors. Other ‘bubbles’ and meeting rooms.**
* **All pupils to eat in class and not use communal areas unless outside. The exception to this is Yr R and N, who will eat in the hall.**
* **Staff room requires a mask or visor to be worn except when sitting in the four designated seats which are swapped/cleaned regularly and spaced beyond 2 metres. Window to be open.**
* **Two second staffroom areas are available in the meeting rooms in the administration corridor.**
* **A third further staffroom to be set up in the unused Red Classroom.**
* **No visitors are permitted on site unless in an emergency or to facilitate a safeguarding concern. If there are any other visitors the Headteacher will inform the Interim Chair of governors by telephone providing a good reason for the visitor to attend the school.**
* **Any child or family presenting as unwell with a persistent cough, temperature or loss of taste and smell must leave the site and not return until a negative test has been seen.**
* **Children reporting chronic stomach pains will also be asked to leave immediately and will discuss symptoms further with a member of the SLT that evening.**
* All pupils and parents are regularly made aware of any infection control procedures and social distancing arrangements.
* The Site Agent conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils.
 | **Y** | **Headteacher** | **06/01/21** | **M** |
| **Premises** | **H** | * All keyholder information is updated in accordance with the insurer’s instructions, where required.
* External signage is visible to show that access to the school premises is restricted and social distancing is expected.
* One way systems and procedures are evident in signage and staff are available to conduct people traffic.
* Staggered entry and exit shared with parents and carers.
* Any hazards found during checks on the premises are reported to the headteacher as soon as possible and issues are resolved prior to school reopening the following day.
* The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.
* The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly.
* Areas of the premises which remain closed are adequately secured and clearly identifiable. Equipment that is not permitted for use is stored in closed areas of the school and not accessible to pupils.
* The site manager arranges for any changes to the premises to be made to account for social distancing measures.
* A revised cleaning schedule is developed and adhered to, with emphasis on virus removal, wiping surfaces and restocking soaps. The cleaning is monitored by the site agent and all class staff. Immediate feedback is given if areas are not clean enough.
* Class based staff support cleaning during the school day by wiping surfaces and door handles.
* Movement around school and outside area is restricted by fencing off and locking specific regions. The playgrounds are separated, to create designated year group play areas.
* Leadership and administrative offices are not accessed by all staff, only the office users.
* Movement around school is carried out using the outside and access to specific rooms will only be from outside.
* Entry into rooms beyond the class bubble will be recorded daily to enable track and trace.This is attached to the door and completed daily.
* Fixed external play equipment is now used.
* All soft furnishes, including cuddly toys, bean bags, blankets etc are removed and put in storage.
* Medical room is only used in emergency. Covid isolation area is sited in Sapphire room and a do not enter sign is placed when the room is in use. After the period of national lockdown this may revert to the medical room or the room adjacent to it.
* Entrances to school manned by staff wearing face coverings during start and end of school day. Pupils will be given antibacterial gel on entry and exit of the building
* Additional antibacterial hand gel wall-mounted units are placed in all classrooms and around the school.
 | **Y** | **Headteacher** | **06/01/21** | **M** |
| **Cleaning** | **H** | * The Head arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. This will may include a ‘fogging’ style disinfection after any positive test results, if required.
* The necessary areas of the school are deep cleaned daily or more frequently where required, with suitable cleaning agents and in line with the COSHH regulations.
* All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.

All cleaned areas are checked daily by a third party (SBM, Headteacher, Site Agent) before pupils and staff are permitted access. A daily checklist is completed by cleaners.* All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.
* Adequate amounts of suitable cleaning agents are available.
* Where practicable, PPE is available to all members of staff who require it to carry out their role safely, e.g. cleaners.
* Disposal of PPE, including pupil-worn face masks and gloves, is in a doubled wrapped bag if there has been any exposure to Covid-19.
* The waste will be quarantined for 72 hours in advance of being disposed.
 | **Y** | **Site ManagerSBMHeadteacher** | **06/01/21** | **M** |
| **Infection control and social distancing** | **H** | * Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s [guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19).
* There will be no school transport other than taxis arranged by social care and coaches to swimming.
* **As part of the national lockdown, swimming is postponed for the remains of the autumn term.**
* **No singing is permitted.**
* **Pupils should sit in rows facing away from each other, except the youngest pupils.**
* **PE is only permitted outside.**
* Visual aids are in used to display social distancing measures, e.g. floor tape to mark two-metre spacing.
* Infection control stations are set up, where necessary, providing bins and alcohol-based hand sanitizer. These are available at every entrance to the school building. Staff manning the infection control entry stations will wear a visor/mask. They will avoid physical contact with anyone and maintain as great a distance as possible.
* Adequate amounts of soap, tissues and bins are available in the relevant areas. Additional stock is stored and the surplus balance remains high.
* Any phased reopening plans are in line with the relevant local and national advice.
* The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times.
* All communal areas are wiped down between ‘bubbles.’
* **Lunches are consumed in the classroom with the year group bubbles. Rubbish is removed immediately to outside the room. School lunches are collected from the kitchen by the same adult.**
* No adult is permitted to enter the classroom whilst pupils are present, unless it is the class teacher, TA, MDS or PPA cover / intervention. If children are being collected for a specific purpose, they should be summoned by radio or from the entrance to the class. **No SLT, office or site staff (or staff from other classrooms) are allowed to enter the class without entering their details on the schedule in the class area – providing name, date and time. SLT visiting classes will observe for periods under 15 minutes and only enter one bubble per day. More frequent observations by walking around outside may also take place.**
* The school office is out of bounds for everyone except the HTs, and office staff
* Pupils and staff do not leave the area they are working in and do not travel around the buildings. **Staff who have to visit other areas MUST wear a mask or visor in transit.**
* Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times.
* The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. **Social distancing is expected as the norm for all adults and face coverings MUST be worn at all times outside the bubble.** Face coverings must always be worn when in contact with parents and carers.
* In class bubbles, it is not expected that pupils and staff socially distance as the size of rooms does not permit this. However, phase group bubbles should not mix.
* **PE is only taught outside**. All sporting activities must be non-contact. Pupils come to school in their PE kits on their PE days. If the weather is poor for both PE sessions, then a physical activity can be held in the hall; such as a dance or fitness video – with no equipment.
* Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and are sent home as soon as possible.
* Cloakrooms are dedicated to bubbles and pupils should only store coat, hat, gloves and scarf, lunch box and reading book. Nothing else should be brought to school.
* All toys are washed at the end of the day / week and after any possible infection.
 | **Y** | **HeadteacherSBM****All staff** | **06/01/21** | **M** |
| **Community wellbeing** | **H** | * Parents and carers are not permitted to enter the school buildings and all correspondence must be by email or telephone.
* Parents are not permitted to engage with teachers or other class-based at the start or end of the school day unless they are wearing PPE.
* The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Pupils in a family, with a family member shielding are expected to return, but parents / carers will be of any on-going concerns.
* **Face coverings are available to all staff and they must wear it in any communal area outside their bubble.**
* If required, staff may adjust their working hours, as agreed by the Headteacher. Post September 2020, any reduced hours will not be paid.
* The headteacher ensures that the school can be adequately and safely staffed. If staff are required to self-isolate for up to 14 days, staffing will be adequate, but not ideal.
* Staff exposed to someone within their home who has symptoms or tests positive will be expected to self-isolate for 14 days.
* Staff who test positive for Coronavirus must self-isolate for 10 days from the day their symptoms present.
* Staff in the ‘at risk- moderately vulnerable group’ but not extremely vulnerable are expected to work, but modify their behaviour to ensure they limit their risk; following guidelines set out by the school. Staff are expected to share any concerns with senior leaders and their role may be adapted accordingly (eg – change to working hours to limit contact with pupils, avoidance of closeness to younger children.) Staff may be approached for a confidential discussion about their condition by senior leaders, or may need to initiate this discussion, depending on senior leaders’ awareness of the ‘at risk’ condition and the sensitivity of the need.
* The NHS defines moderately vulnerable as people at moderate risk from coronavirus include people who:
* are 70 or older
* are pregnant
* have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
* have heart disease (such as heart failure)
* have diabetes
* have chronic kidney disease
* have liver disease (such as hepatitis)
* have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
* have a condition that means they have a high risk of getting infections
* are taking medicine that can affect the immune system (such as low doses of steroids)
* are very obese (a BMI of 40 or above)
* from a black, Asian or other ethnic heritage (BAME) – defined by statistical evidence; not NHS.
* Where practicable, the headteacher liaises with the LA about putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload.
* The SLT discusses the implications on staff and pupil workload and put a plan in place to minimise the risk of stress.
* The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Interventions are put in place to support the academic and emotional well-being of pupils, including those who do not speak English
* The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.
* Staff changing nappies wear face coverings plus gloves and apron that are usually worn and then dispose of afterwards.
* Distressed young children are supported in leaving parent by a member of staff wearing a mask and gloves. The parent is asked to wait in isolation until the child settles or the child is returned to the parent because they are in significant distress.
* Staff are able to comfort young children and may not maintain socially distancing. Staff can determine their personal preference for PPE but must avoid touching their face and wash their hands immediately afterwards.
* If infection levels rise, all staff are advised to remove work clothes immediately on returning to their home and wash them at 60 degrees. It is recommended that staff shower on returning to their family home.
* Lunchbreaks are staggered and pupils from each class play and eat in a designated zone, not mixing with their peers in other classes.
* Break times are staggered and pupils play in designated zones, not mixing outside their bubble.
* Limited volunteer helpers will be permitted in school, as long as they are not in a high risk group. Student teachers on placement will also be permitted.
 | **Y** | **Headteacher** | **06.01.21** | **M** |
| **Access to learning** | **L** | * The headteacher works with teaching staff to ensure IT equipment is cleaned before being used by different groups.
* The headteacher liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support.
* All pupils are informally assessed in weeks one and two of term and their specific learning need determined and incorporated into a class provision map. More formal SEND diagnostic assessments are carried out on pupils with significant gaps in their learning.
* The headteacher and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during a short lockdown and all phases of reopening.
* Pupils who arrive at school outside the agreed entry time will be permitted entry into school, but their lateness will be recorded using the CBC system and sanctions and penalties will be issued.
 | **Y** | **HeadteacherSenior Leaders** | **06.01.21** | **L** |
| **Safeguarding** | **L** | * The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.
* The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.
* The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.
* Staff and pupil bereavement is managed in line with the Bereavement Policy.
* Monitor online learning with registers of which pupils have engaged daily. Pupils who do not engage for three consecutive days will be contacted. Any pupils who are considered vulnerable who are not accessing ‘in school’ provision are contacted within one working day if they do not engage with online learning.
* Personal visits to pupils homes are part of these procedures, where necessary.
 | **Y** | **DSL** | **06.01.21** | **L** |
| **Communication** | **M** | * The headteacher puts into place any actions or precautions advised by the local authority, PHE and Department for Education.
* The headteacher liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required.
* The school’s website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements.
* Parents are informed via letter, email, text and school website about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. If a positive case is detected in school, parents and carers are informed by the recommended PHE/DFE letter.
* Staff and volunteers are informed via email about the relevant information regarding covid procedures, including any changes to the workday, e.g. staggered lunchtimes and social distancing.
* Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.
* All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.
* The headteacher liaises with the governing board about possible arrangements for reopening the school, where necessary.
* The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.
* Face to face meetings between staff and governors will not go ahead.
* No visitors are permitted on site unless vital to the running of the school or providing safeguarding or SEND support.
 | **Y** | **SBMHeadteacher** | **06.01.21** | **L** |

**Monitoring Schedule**

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|  | **DAILY**  | **WEEKLY** | **FORTNIGHTLY** | **EVERY HALF TERM** |
| **Task** | Cleaning of areas (checklists)Health and well being of all pupils and staff.Parental behaviour on site.Site safety.Site manager will check daily adherence to site rules. | First aid logs and equipment.Updated contacts.Progress of learning.Attendance.PPE & Cleaning stocksTEAMs homework | Curriculum deliveryTA allocationStaff attendanceRA with report to governorsLunch and playtime arrangementsChildcare uptakePE / fitness – 60 min offer | Impact of interventionsGovernors review of RA.Methods of communication.Staffing arrangementsRole of SGOIntervention scheduleHot lunch provision. |
| **By Whom** | Site Manager, SBM, SLT, All staff | Attendance OfficerSBMSLT | SLTSBMGovernors | SLTGovernors |