

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

Houghton Regis Primary School

Assessment conducted by: J. Edwards and G Chapman	Job title: Headteacher and Governor	Covered by this assessment: <u>staff, pupils, parents, visitors</u> and <u>volunteers</u> .
Date of assessment: 6/05/21	Review interval: <u>8 weeks</u>	Date of next review: End of July 2021
Date of review: 25/07/21	To continue until the review date.	

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

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 action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	<u>H</u>	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy (inc. Cleaning policy)</u> - <u>Infection Control Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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. 	<u>Y</u>	<u>Headteacher</u>	<u>06/01/21</u>	<u>M</u>

	<ul style="list-style-type: none"> • 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. • 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 in stage 2 of re-opening all staff are briefed on revised procedures. These include: <ul style="list-style-type: none"> • - wearing face covering (mask) in all communal areas outside the bubble. This includes the staff room, toilets, office area, and corridors. Other 'bubbles' and meeting rooms not in staff member's own bubble would also require face masks. The school has a stock of masks to provide for staff if they forget their own or if they become wet or damaged. • All pupils to eat in class bubbles either in the dining room or in their classrooms. Dining room to be cleaned between two bubbles using it. • Staff room requires a mask to be worn except when sitting in the six 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 and in the library. The library must be used by KS1/EY staff and the main staff room and conference room by all other staff. • Limited visitors are permitted on site with the agreement of the HT. The HT will share the purpose of the limited visits with governors if required to ensure the smooth running of 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. <p>Government advice on the use of facemasks in Primary schools is therefore clearly followed:</p>				
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Premises	H	<ul style="list-style-type: none"> • 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. 	<u>Y</u>	<u>Headteacher</u>	06/01/21	<u>M</u>

		<ul style="list-style-type: none"> • 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 Pink room and a do not enter sign is placed when the room is in use. • The school recognises that orange classroom is not as well ventilated as other classroom. Therefore, the internal windows will remain open at all times so air can flow in from the conservatory. • 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. 				
Cleaning	H	<ul style="list-style-type: none"> • 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. 	Y	Site Manager SBM Headteacher	06/01/21	M

		<ul style="list-style-type: none"> 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. As our school building allows it each bubble has their own toilet area. <p>Therefore government advice is clearly being followed:</p> <p>“In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet if your site allows it, allocating different groups their own toilet blocks” 				
Infection control and social distancing	H	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. There will be no school transport other than taxis arranged by social care and coaches to swimming. 	Y	Headteacher SBM All staff	06/01/21	M

	<ul style="list-style-type: none"> • Children are taught in clear class and phase bubbles. Staff for all activities are consistent and only work in one bubble at a time. • As part of the stage 2 re-opening, swimming is now returning to the timetable. There are swimming specific risk assessments completed by both Luton Active and the schools PE Leaders these include Covid 19 measures. This term Amber and Emerald Classes will swim at Lea Manor and Red and Yellow Classes will swim together at the larger Inspire Venue. Both swimming pools are ran by Luton Active. One of the PE Leaders will lead all swimming groups. The subject leaders are aware of all infection controls in place. • Pupils in KS2 should sit in rows facing away from each other, younger pupils will be taught in line with usual practices. • PE outside is encouraged wherever possible, gymnastics club and early years gymnastics activities may run inside due to the smaller number of pupils involved. The hall and equipment used will be cleaned afterwards. The hall is large and well ventilated with high ceilings. • From the beginning of phase 3 (17 May 2021) children will bring in their PE kits on a Monday and take them home on a Friday. Children may return to changing in line with usual procedures. • 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. 				
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	<ul style="list-style-type: none"> • 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 within the year group bubbles. Rubbish is removed immediately to outside the room. School lunches are collected from the kitchen by the pupils and taken back to classrooms. Reception, Year 5, Year 6 and Nursery will eat in the hall in settings. Only one bubble will be in the kitchen at any one time. The hall will be cleaned in between the two bubbles using the hall to eat in. • 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. More frequent observations by walking around outside may also take place. The HT may additionally work in two named bubbles only in line with other staff. The current named bubbles for the HT is KS1 (Purple and Green Classes) and Year 5 pupils. Year 5 pupils will generally be limited to those in booster groups or the football team. • The school office is out of bounds for everyone except the HT, and office staff. The Chair of Governors and other governors are able to complete visits but must wear a mask outside of the administration areas. Governors will sign in and out of bubbles in the same way as SLT. • 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 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. 				
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	<ul style="list-style-type: none"> • 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 taught outside with the exception of gymnastics club and Early Years gym and dance activities. All equipment related to early years PE activities must be cleaned after the session by site staff. These will only be led by bubble staff/class teachers. Sporting activities must be non-contact. Pupils come to school in their PE kits on their PE days until 17 May 2021 when arrangements will be moved in line with more standard changing procedures. The school will take responsibility for washing football team kits. 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. Clubs are generally scheduled for days children also have PE and be wearing their PE kits anyway. • 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. <p>By following this risk assessment government advice is clearly being followed:</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to</p>				
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		<p>limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Assemblies will continue as only one phase at a time but will be filmed so other pupils can take part.</p> <p>You should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Singing classes will re-start in KS1 and lower KS2 by the music subject leader and Headteacher. These will be for only fifteen minute periods and be taught in 'half class' groups of 15. These will take place on the children's nominated PE day so there is no cross infection in terms of rooms. Singers will stand 2 metres apart from each other. During the period the Headteacher works in Emerald Class pupils from that bubble may be included in singing activities.</p> <p>This limited trial works with government guidance for safer singing.</p> <p>Suggested principles of safer singing</p> <p>Taking account of the evidence, and if other national and local guidance on the control of COVID-19 is followed, singing is considered safer when the following actions are taken:</p> <ol style="list-style-type: none"> 1. As required by national guidance, people with symptoms suggestive of COVID-19, or who are known to have been in recent contact with others who have COVID-19, do not participate in singing or attend singing events. 2. Singing takes place only in larger well-ventilated spaces, or outdoors. 3. Performance or rehearsal is for limited periods of time at a reduced level of loudness, using microphones for amplification if available. 4. Limited numbers of people sing together. 5. Singers are spaced at least 2 metres apart in all directions (at least 1 metre apart if the additional measures or controls recommended in government COVID-19 guidance for the performing arts are applied. 				
Community wellbeing	H	<ul style="list-style-type: none"> • 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. 	Y	Headteacher	06.01.21	M

	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 				
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	<ul style="list-style-type: none"> • 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. 				
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Access to learning	L	<ul style="list-style-type: none"> • 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	Headteacher Senior Leaders	06.01.21	L
Safeguarding	L	<ul style="list-style-type: none"> • 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 	Y	DSL	06.01.21	L

		<p>accessing 'in school' provision are contacted within one working day if they do not engage with online learning.</p> <ul style="list-style-type: none"> • Personal visits to pupils homes are part of these procedures, where necessary. 				
Communication	M	<ul style="list-style-type: none"> • 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	SBM Headteacher	06.01.21	L

Monitoring Schedule

	<u>DAILY</u>	<u>WEEKLY</u>	<u>FORTNIGHTLY</u>	<u>EVERY HALF TERM</u>
<u>Task</u>	Cleaning of areas (checklists) Health and well being of all pupils and staff.	First aid logs and equipment. Updated contacts.	Curriculum delivery TA allocation Staff attendance RA with report to governors	Impact of interventions Governors review of RA. Methods of communication.

	Parental behaviour on site. Site safety. Caretaker will check daily adherence to site rules.	Progress of learning. Attendance. PPE & Cleaning stocks TEAMs homework	Lunch and playtime arrangements Childcare uptake PE / fitness – 60 min offer	Staffing arrangements Role of SGO Intervention schedule Hot lunch provision.
<u>By Whom</u>	Caretaker, SBM, SLT, All staff	Attendance Officer SBM SLT	SLT SBM Governors	SLT Governors