



Risk Assessment - School Re-opening COVID-19

Reception, Year 1 and Year 6 pupils – whole day

Partial return for Years 2, 3, 4 and 5

Effective from: 22.06.2020

Review Date: ongoing

By whom: Headmaster, Deputy Head, Director of Governance

Related Documents

Hammersmith & Fulham Generic Risk Assessment Templated (May, 2020)
Safeguarding & E-Safety Remote Learning Policy COVID-19

Government guidance:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)



Who?	Risk	Risk Level	Severity	Control Measures
Everyone	Spread of COVID-19 virus	Medium	Medium	<ul style="list-style-type: none"> - Use of hand sanitiser, washing hands with soap and water for 25 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing. - Staff and children are encouraged not to touch their faces - Use a tissue or elbow to cough or sneeze and use bins for tissue waste, as per the government guidelines, Catch it, Kill it, Bin it! - Staff modelling safety measures above at all times - Families to follow government guidance if someone becomes ill within the household - Parents to take children's temperatures prior to arrival at school, and to keep children away if they have a temperature - school has 2 infra-red thermometers located in the school office and First aid room - Staff to follow government guidance if someone becomes ill within the household - School to contact Public Health England in the event of a suspected case of COVID-19, 0300 303 0450
Everyone	Cleaning			<ul style="list-style-type: none"> - Staff have equipment to clean and disinfect regularly touched objects and surfaces more often than usual, using standard cleaning products - Examples may include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc - Thorough cleaning has been organised twice daily, including communal areas, eg hallways, staircases
Pupils and staff	Toilets			<ul style="list-style-type: none"> - Ensure toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time - Different bubbles using different facilities, with a thorough clean mid-day and end-of-day.





				<ul style="list-style-type: none"> - Unisex toilets, to allow for the above, with Y6 girls using disabled loo on first floor - Staff to use designated staff toilets on the ground floor
Everyone	Physical arrangements of rooms			<ul style="list-style-type: none"> - Unnecessary items removed from classrooms, eg soft furnishing, toys with intricate parts that are hard to clean, soft toys - Removed equipment to be stored safely - Checks will be made so that PE and/or play equipment is not used by multiple groups, unless cleaned in between - Social distancing – 2m apart as much as possible in all school spaces - Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be - Classes split into small groups to allow for 2m distancing per classroom - Sinks in close proximity to learning areas, with hand sanitiser and tissues readily available - Social distancing to be implemented in lunch hall and classrooms - Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. <p>Stairs / corridors Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs) Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p>
Everyone	Access to and egress from site			<ul style="list-style-type: none"> - Parents will be briefed on protocol for drop offs and pick ups - Clear signage displayed around the school to promote social distancing - Posters to remind everyone of Public Health advice - Different year groups enter school via different doors <p>Staggered registration and dismissal times</p>





				<ul style="list-style-type: none"> - Visitors and contractors should not be allowed in the building if works are not essential - Provide hand wash facilities to any visitors upon arrival and maintain social distancing
Everyone	Bubbles – class groups			<ul style="list-style-type: none"> - The same teacher and teaching assistant will be assigned to groups - Specialists to teach via zoom, unless they can socially distance (2 metres) - Children will work with a small group throughout the day. Different groups will not mix, eg in the playground at breaktime. - Whole school timetable has been adjusted to facilitate breaks and prevent bubbles mixing - Bubbles to contain maximum of 15 pupils - Prevent sharing of stationary and other resources. Shared material and other surfaces to be cleaned more frequently
Pupils	Curriculum			<ul style="list-style-type: none"> - Amended timetable to allow for travel, handwashing, etc - Staggered breaks and dismissal times - PHSE circle time discussing the safety measures above - Continue to use Teams, Class Notebook and Zoom for children working remotely - Monitoring of teaching and learning to continue, eg learning walks (physical or virtual), work scrutiny, assessments, end of year reports - Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously. - Do not use common areas, eg IT suite, library
Everyone	Lunches			<ul style="list-style-type: none"> - Staggering lunch breaks - children and young people will clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.



				<ul style="list-style-type: none"> - If such measures are not possible, children should have their lunch in their classrooms/bubbles
Everyone	Accident	Low	Low	<ul style="list-style-type: none"> - Adequate number of staff members supervising have up to date paediatric first aid training - First aid boxes available, that are restocked regularly - In event of an emergency, contact 999 - PPE available should staff need it, when administering first aid
Everyone	Allergic reaction	Low	High	<ul style="list-style-type: none"> - Staff will follow individual action plans where appropriate, if pupils present have epi-pens or inhalers - PGP is a 'nut free' school. - Individual dietary requirements are provided for, for children staying and ordering lunch - Medicines have been checked to ensure there is an adequate stock, within use-by-dates
Pupils	Pastoral	Low	Medium	<ul style="list-style-type: none"> - Contact DSL where appropriate - Speak to class teachers, MF and LV - Behaviour policy and rules continue to apply, as normal - Staff discuss concerns at staff meetings
Everyone	Premises safety	Low	High	<ul style="list-style-type: none"> - Temperature checks should be conducted outside. - Parents must not enter building and will pick up/drop off outside the main gate to reduce social interaction. - Doors are locked and site is secure - Careful consideration has been taken into timetabling access, egress and breaks - Duty rota to ensure sufficient supervision throughout the day





Everyone	Deliveries and waste collection	Low	Medium	<ul style="list-style-type: none"> - Do not approach delivery staff, allow packages to be left in a safe place. - Hands are to be thoroughly washed after handling all deliveries or waste materials. - Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).
Everyone	Visitors to site, eg prospective parents	Medium	Medium	<ul style="list-style-type: none"> - Visitors must use hand sanitiser when they arrive - Designated route around school has been planned so there is limited contact in terms of touching doors, bannisters, etc - Visitors to be informed that they need to socially distance - Bookings made at quiet times, eg avoiding dismissal, drop-off - Ideally one visitor at a time
Everyone	Le French Club – bubbles mixing	Medium	Medium	<ul style="list-style-type: none"> - Miss Claude conducting lessons in the French room - Miss Claude will not mix bubbles - The room will be cleaned after each session
Everyone	Sibling Club – bubbles mixing	Medium	Medium	<ul style="list-style-type: none"> - Limited number of spaces available - Sessions to take place in the French room, which will have been cleaned after use - Children will be spaced out - If numbers increase then school hall to be used, to ensure correct social distancing and to prevent bubbles mixing
Everyone	Warm weather – avoiding contamination through extra use of water etc	Medium	Medium	<ul style="list-style-type: none"> - Extra small water bottles as a contingency for class, should they be needed in very warm weather - Staff on hand to deliver jugs of water to bubbles to refill bottles during the day - Staff must ensure jugs for dining hall not used and to wash hands before and after use - Water stations currently decommissioned - Pupils to bring items such as filled water bottles, hats and suncream to school





Pupils	Attendance	Low	Medium	<ul style="list-style-type: none"> - Attendance is voluntary – children living with vulnerable adults may attend, if they understand and are able to follow strict distancing measures - Families will notify the school if their child is continuing with remote learning
Everyone	Staff absence Inadequate staff to pupil ratio	Low	Low	<ul style="list-style-type: none"> - If a member of staff is ill then they will be substituted with another member of staff. - Ensure ratios are adequate within the EYFS - See Safeguarding Policy for details on referrals, should the DSL be unavailable.
Vulnerable adults/children	Serious illness through COVID-19 transmission	Medium	High	<ul style="list-style-type: none"> - Vulnerable adults given the option to work from home - Vulnerable children can opt to do online learning - Individual risk assessments for vulnerable adults that return to school
Staff	Staff contact	Medium	Medium	<ul style="list-style-type: none"> - Staff on breaks and duties at staggered times - Provision for meetings, 1:1s using Zoom - Staff to socially distance onsite – 2 metres - Door to staffroom wedged open, sensitive information and high-risk items removed - Staff to stay with bubbles during the day

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.



If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

School must also call Public Health England, if there is a suspected or confirmed case: 0300 303 0450

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.



As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children or young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.