

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown/March 2021**

School: **Burnt Tree Primary School**

Assessment Date: **July 2020/January 2021/March 21**

Name of Assessor(s): **Jayne Bayliss & Claire Brown**

Assessment Ref No:

**Risk Matrix scoring guide:**

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

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					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Legionella, electrocution, CO <sup>2</sup> exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> <li>School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment.</li> <li>Pre-use visual checks are carried out by the user on all equipment.</li> <li>All little used outlets of water have been regularly/will be flushed prior to school reopening.</li> <li>Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school.</li> </ul>	<ul style="list-style-type: none"> <li>Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed.</li> <li>Any defects or faults are reported, and equipment taken out of use.</li> <li>Refer to <a href="#">Premise Management SSG</a> and <a href="#">School Premise Logbook</a> for further guidance.</li> </ul>		2	4	8	20/05/2020

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Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc) due to self-isolation and/or shielding.	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness, infection, fatality	<ul style="list-style-type: none"> <li>Fire risk assessment kept under constant review.</li> <li>First aid needs assessment regularly reviewed.</li> <li>Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Fire drill practiced first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</li> <li>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</li> <li>Refer to <a href="#">Fire Safety SSG</a> &amp; <a href="#">First Aid SSG</a> for further guidance</li> </ul>	HT – 1 <sup>st</sup> week of Autumn Term  Planned for March 2021  SLT – as and when need arises	1	5	5	Fire drill completed 07/09/2020  On-Going
Symptomatic staff or pupils attending school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Pupils, staff and other adults told not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive, they will isolate for 10 days from onset of symptoms or test result.</li> <li>LFT testing in place twice a week for all staff. Results</li> </ul>	<ul style="list-style-type: none"> <li>Pupils and staff advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which also sets out the isolation periods.</li> </ul>	Senior Leadership Team – as and when arises	2	5	10	

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		<p>reported to the business manager. If a positive test result then employee will book a test and isolate until the result of the PCR test.</p> <ul style="list-style-type: none"> <li>Anyone developing COVID-19 symptoms during the school day will be sent home.</li> <li>Pupils awaiting collection will be isolated with appropriate supervision</li> </ul>						
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Reducing the number of contacts between children and staff by keeping groups separate (in 'bubbles') – In Secondary School likely to be year group. In Primary School is likely to be size of full group.</li> <li>Interaction, sharing of rooms and social spaces between groups/bubbles will be limited as much as possible.</li> <li>Staff should avoid close face to face contact and minimise</li> </ul>	<ul style="list-style-type: none"> <li>When weather allows, lessons will be conducted outside of the classroom. Eg PE</li> <li>Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.</li> <li><a href="#">If face coverings are worn, pupils should be given information on the importance</a></li> </ul>	<p>Teaching staff – daily</p> <p>HT – prior to full reopening in Spring 2021 Term</p> <p>Reviewed June 2021</p>	3	4	12	<p>17/07/2020</p> <p>Updated 1/03/2021</p>

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		<p>time spent within 1 metre of anyone</p> <ul style="list-style-type: none"> <li>School drop-off/collection times are staggered to minimise numbers – 15 minute timeframe am/ 10 minute timeframe pm. Parents reminded not to congregate in the playground.</li> <li>One way system in place</li> <li>Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing.</li> <li>Separate entrance and exit routes are in place.</li> <li>Clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible. Furniture will be arranged according to the needs of children and the classroom space. This may mean that not all classes are</li> </ul>	<p><a href="#">of putting them on, removing and disposing of them safely.</a></p> <ul style="list-style-type: none"> <li>In schools where Sandwell Council is the employer, a maximum number of 30 pupils per class has been agreed with the LA.</li> </ul>					

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		<p>taught in rows but will work as table groups with an adequate space across the table.</p> <ul style="list-style-type: none"> <li>• Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing.</li> <li>• One-way system in place around the school to minimise close contact between adults and pupils.</li> <li>• Playground has been marked to encourage social distancing.</li> <li>• Parents/carers can only visit the school by appointment.</li> <li>• Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc) limit to 1-person access at a time for example</li> <li>• Communicate new ways of working to all staff &amp; pupils, through posters, briefings etc.</li> </ul>						

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Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points, classrooms and other key areas around the school.</li> <li>Reception desk/area has Perspex screen/barrier.</li> <li>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72</li> </ul>	<ul style="list-style-type: none"> <li>Daily reminders to pupils of the importance of good hygiene practices.</li> <li>Limit the amount of equipment pupils bring into school each day</li> <li>Regular checks made to ensure there is sufficient stock of soap.</li> <li>Regular checks made to ensure there is sufficient ABHR each day.</li> <li>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</li> <li>In cooler weather windows should be opened just enough to provide constant background ventilation in the day and opened more fully during breaks to purge the air space.</li> </ul>	HT – Daily  Caretaker / Premise Manager	2	4	8	On-going

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		<p>hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> <li>Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, play equipment etc)</li> <li>Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc)</li> <li>Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to Government guidance on <a href="#">Health protection in schools and other childcare facilities</a> for further information.</li> </ul>					



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New way of working (including any working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	Teaching, non-teaching staff, pupils.  Anxiety, depression, stress, poor mental health & wellbeing	<ul style="list-style-type: none"> <li>Open door policy to encourage staff to consult with SLT with any concerns</li> <li>Managers to ensure employees are aware of the following advice:</li> <li>Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance.</li> <li>Changes in new school protocols explained to employees and individual support made available when/if needed.</li> <li>Arrangements in place for employees to access a confidential counselling service.</li> <li>Schools stress risk assessment has been reviewed regularly throughout the pandemic.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to <a href="#">Stress SSG</a> for more information.</li> <li>Counselling service in place for staff through LA. Posters in school with contact numbers.</li> </ul>		3	4	12	20/05/2020  1/03/2021

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Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>• Safety of the injured/affected to be prioritised during incidents</li> <li>• 2m social distancing is not required when attending to emergency situations</li> <li>• People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands).</li> </ul>	<ul style="list-style-type: none"> <li>• Soap dispensers checked on a daily basis and refilled when required.</li> <li>• Stock of soap maintained to an adequate level</li> </ul>	Site Manager	2	4	8	On-going
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>• PPE is only needed in a very small number of cases including:</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• See latest <a href="#">Government guidance for Test &amp; Trace</a></li> <li>• Schools to ensure any PPE ordered meets required <a href="#">specifications</a></li> <li>• Each classroom supplied with own PPE kit</li> </ul>	Site Manager SBM	3	4	12	On-going

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		<ul style="list-style-type: none"> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn and PHE guidance followed</li> </ul>						
COVID-19 Virus transmitted to those who are vulnerable	Employees and pupils who fall into the clinically extremely vulnerable or clinically vulnerable groups.	<ul style="list-style-type: none"> <li>All employees who fall into the clinically extremely vulnerable category must follow <a href="#">latest Government guidance</a> regarding shielding and are advised to work from home and not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP.</li> </ul>		SLT				

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		<ul style="list-style-type: none"> <li>• Employees who are classed as clinically vulnerable including pregnant employees should work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school</li> <li>• <b>During national lockdown</b> - children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place.</li> </ul>						

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
15 June 2020	Sandwell HSU	Updated to incorporate clinically extremely vulnerable & vulnerable groups and latest Test & Trace programme.
7 July 2020	Sandwell HSU	Updated to incorporate links to cleaning in non-healthcare settings and the guidance for full openings of school.
21 July 2020	Sandwell HSU	Updated to include guidance for schools to fully reopen in the Autumn term. Risk assessment controls updated to reflect latest guidance including bubbles, symptomatic staff or pupils attending school and dealing with an outbreak.
1 September 2020	Sandwell HSU	Added link to latest guidance re face coverings for year 7 and above and guidance for school transport.
9 September 2020	Sandwell HSU	Added link to updated guidance on full opening of special schools and other specialist settings
26 October 2020	Sandwell HSU	Added link to DofE guidance document to be followed if pupil is displaying COVID19 symptoms and updated recommended controls in line with changes made to Government guidance dated 22 <sup>nd</sup> October 2020.
9 <sup>th</sup> November 2020	Sandwell HSU	Following new national restrictions on 5 <sup>th</sup> November, updated information for those who are in the clinically extremely vulnerable (CEV) group, to state they are advised to work or study from home and not to go into school.
16 <sup>th</sup> December 2020	Sandwell HSU	Title updated to reflect not just for re-opening after lockdown, and self-isolation time deleted and link only to Government guidance.
13 <sup>th</sup> January 2021	Burnt Tree Primary	Updated for Spring one during lockdown