

Coronavirus (COVID-19): risk assessment for full opening in September

Haydon School

Assessment conducted by: Director of Finance and Operations (DFO)		Covered by this assessment: staff, students, parents, visitors and volunteers.
Date of assessment: August 2020	Review interval: as required	

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	H	<ul style="list-style-type: none"> ● All students, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Social Distancing Policy Statement - Coronavirus (COVID-19) Reopening Plan ● 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' ● Staff receive any necessary training that helps ensure there is a happy and safe school environment. ● 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 school's local health protection team (HPT) <p>All staff, parents and students are made aware of any infection control procedures and social distancing arrangements for when the school reopens.</p>	Y	HT / DFO	August 2020	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
Premises	M	<ul style="list-style-type: none"> The site team checks all site including grounds on a daily basis The headteacher, in conjunction with the governing board, 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 and students. The site team arranges for any changes to the premises to be made to account for social distancing measures. <p>The headteacher limits access to the school for all non-essential visitors.</p>	Y	SLT	August 2020	L
Gas supply, systems and equipment	M	<ul style="list-style-type: none"> The site team checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	Y	DFO	August 2020	L
Electrical supply, systems and equipment	M	<ul style="list-style-type: none"> The site team ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	DFO	August 2020	L
Heating and ventilation	M	<ul style="list-style-type: none"> The site team checks that all heating and ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	DFO	August 2020	L
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers are in working order. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	DFO	August 2020	L

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		<ul style="list-style-type: none"> How social distancing measures are to be observed at evacuation points is communicated to all staff and students via fire evacuation procedures. 				
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. 	Y	DFO	August 2020	L
Lifts, automatic doors and plant equipment	M	<ul style="list-style-type: none"> The site team checks that lifts, stairlifts and automatic doors are in working order. The site team ensures that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site team ensures any required inspections take place as soon as possible. 	Y	DFO	August 2020	L
Cleaning and infection control	M	<ul style="list-style-type: none"> Two day cleaners are hired in addition to after school cleaning team. Areas used will be cleaned at the end of each day and inspected by the cleaning supervisor. Dining areas are cleaned between use by different bubbles. Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned before opening with suitable cleaning agents. 	Y	DFO	August 2020	L

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		<ul style="list-style-type: none"> 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. Classrooms are slim lined and unnecessary furniture is removed. 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. PPE is available to members of staff who require it to carry out cleaning safely. Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned by PE Team and thoroughly cleaned by PE Team before they are shared between bubbles. 				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance, and any unwell individuals are sent home as soon as possible. Students awaiting collection are moved to a room where they can be isolated behind a closed door in the First Aid Room. If it is not possible to isolate the student, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the student. If the student needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	MRW	August 2020	M

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		<ul style="list-style-type: none"> • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any students who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of students. 				
Test and trace	H	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • If available, the school provides staff and parents with a home testing kit if they develop symptoms. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. 	Y	MRW	August 2020	M

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		<ul style="list-style-type: none"> If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms. Other members of their household are required to continue self-isolating for the full 14-day period. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the school first aider contacts the local Health Protection Team (HPT) immediately. The school works with the local HPT to manage the response. Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. A record is kept of students and staff in each bubble and of any close contact between individuals at school. If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	Y	MRW	August 2020	M

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		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions. 				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. Adequate amounts of soap, tissues and bins are available in the relevant areas. Students and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, and before and after eating. In line with current government guidance, face coverings are not required to be worn on the premises. If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises and put it in a plastic bag so that it can be taken home. They are asked to wash their hands immediately after doing so. Hygiene measures are explained to visitors and contractors upon their arrival. 	Y	SLT	August 2020	L
		<ul style="list-style-type: none"> The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. 				

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Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> • Students and staff are separated into bubbles. • Most bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure students receive specialist teaching. Students do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. • Staff can move between bubbles, but minimise close contact with others whilst doing so. • Staff maintain a two-metre distance from each other and from students, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. • Students' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating students side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Students take breaktimes and lunchtimes in their groups. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings. • Start and finish times are staggered. • Parents are briefed on new provision for the drop-off and collection of their children. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, students are encouraged not to travel 	Y	SLT	August 2020	M

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		<p>during peak times, and staggered start and end times are implemented to ensure this is possible.</p> <ul style="list-style-type: none"> • Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Students aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Social distancing measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site. 				
Resources	H	<ul style="list-style-type: none"> • Staff and students have their own individual and frequently used items, e.g. pencils and pens. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned by PE Team before they are used by a different bubble. • Students only bring essential items to school each day. • Students are permitted to bring bags to school. • Any shared resources that need to be taken home by students and staff are appropriately cleaned or a rotation is put in place. 	Y	SLT	August 2020	L
PPE	H	<ul style="list-style-type: none"> • PPE is distributed to staff who provide intimate care for students in need and for cases where a student becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. 	Y	SLT	August 2020	L

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		<ul style="list-style-type: none"> Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around the school. Staff and students are told not to use recycling bins. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Mental health and wellbeing	M	<ul style="list-style-type: none"> Student and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns students and parents may have. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Staff and volunteers notify the headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable or if they are otherwise at increased risk from coronavirus. Extremely clinically vulnerable staff and volunteers notify the headteacher and their line manager if they wish to return to work following a period of shielding. The headteacher and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. 	Y	CNW	August 2020	L
			Y	CNW	August 2020	L
			Y	JDE	August 2020	L
			Y	SLT	August 2020	L
			Y	SLT	August 2020	L
			Y	SLT	August 2020	L

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		<ul style="list-style-type: none"> • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • If required, staff can adjust their working hours, as agreed by the SLT. • The headteacher ensures that the school can be adequately and safely staffed. • The SLT discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimise the risk of stress. • Students who are new to the school, e.g. Year 7, are provided with the appropriate support. • The headteacher and the DSL liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school. • The headteacher and the SENCO identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure students with SEND are prepared for changes to their routine. • The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Staff and student bereavement is managed in line with the Bereavement Policy. 	Y	SLT	August 2020	L
			Y	SLT	August 2020	L
			Y	SLT	August 2020	L
			Y	SLT	August 2020	L
			Y	DVG	August 2020	L
			Y	MRW	August 2020	L
			Y	JDE	August 2020	L
			Y	CNW / JDE	August 2020	L
			Y	MRW	August 2020	L
			Y	MRW	August 2020	L
			Y	SLT	August 2020	L

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Attendance	M	<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. The attendance register is taken as normal and absences are followed up. In line with the most recent shielding advice, students and staff members that have been shielding can attend the school site. Where a student is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a student is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. Any concerns from staff, parents and students about being on school site are discussed between appropriate individuals. Students who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these students. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure students' regular attendance. 	Y	SJK	August 2020	L
		<ul style="list-style-type: none"> The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The headteacher and curriculum leaders identify what provision can be reasonably provided for students with EHC plans. 	Y	JMM/ACA/DAG	August 2020	L
			Y	JMM/ACA/DAG	August 2020	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
Access to learning	M	<ul style="list-style-type: none"> A separate risk assessment is conducted to identify what additional support students with EHC plans require to make a successful return to education. 	Y	JDE	August 2020	L
		<ul style="list-style-type: none"> Where appropriate, students with EHC plans and their parents are involved in the planning for their return to school. 	Y	JDE	August 2020	L
		<ul style="list-style-type: none"> The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely, e.g. those sent home to self-isolate as a precaution. 	Y	JMM/ACA/DAG	August 2020	L
		<ul style="list-style-type: none"> Teachers consider how to support the educational needs of disadvantaged students and students with SEND. 	Y	JDE	August 2020	L
		<ul style="list-style-type: none"> The government's catch-up funding is utilised to ensure students receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 	Y	SLT	August 2020	L
		<ul style="list-style-type: none"> PE lessons take place outside where possible and students are kept in their bubbles. 	Y	DAG	August 2020	L
Extra-curricular activities and wraparound provision	H	<ul style="list-style-type: none"> The SLT determines whether before- and after-school clubs can resume. Before- and after-school clubs are not made available to students if doing so would put them at an increased risk of contracting coronavirus. 	Y	SLT	August 2020	L
Safeguarding	M	<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 school opening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support students and staff who require it. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 	Y	MRW	August 2020	L

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		<ul style="list-style-type: none"> The DSL, and their deputies, are provided with time to help them support staff and students in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 	Y	MRW	August 2020	L
Behaviour expectations	M	<ul style="list-style-type: none"> The school's Relationship Charter sets out behaviour expectations for students. Expectations are communicated clearly to staff, students and parents. Students who are struggling to reengage with school are supported appropriately. 	Y	CNW	August 2020	L
Catering	M	<ul style="list-style-type: none"> The DPO liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term. 	Y	DPO	August 2020	L
Educational visits	H	<ul style="list-style-type: none"> The school is able to resume non-overnight domestic visits. Any visits that take place are done so in line with protective measures, including keeping students in consistent groups and ensuring destinations are COVID-secure. Prior to any visit, a risk assessment is undertaken by the trip leader. 	Y	SLT	August 2020	L
Uniform	M	<ul style="list-style-type: none"> The governing board decides whether full school uniform is required. Expectations of uniform are communicated to students and parents. 	Y	CNW	August 2020	L
Communication	M	<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the local HPT. The school's website is kept up to date with any information regarding the school being open to all students, e.g. dates and local arrangements. Parents are informed about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. 	Y	SLT	August 2020	L

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		<ul style="list-style-type: none"> • Staff and volunteers are informed about the relevant information regarding opening to all students, 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, students 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. • Students are informed about the relevant information regarding opening to all students, e.g. social distancing measures and how lessons will be delivered. • 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. 				
Contingency planning	H	<ul style="list-style-type: none"> • There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. 	Y	SLT	August 2020	M