

OPENING AFTER COVID LOCKDOWN RISK ASSESSMENT

Likelihood - For each issue/situation, determine the likelihood it will occur.

1 = Improbable = infection/scenario unlikely to occur

2 = Possible = infection/ scenario may occur

3 = Probable = Infection/scenario likely to occur

4 = Certain = Infection frequency rate will increase

Severity (outcome) - determine the potential of infection rates relating to the

various susceptible categories:

1 = Minimal risk of infection

2 = Moderate risk of infection to children and adults

3 = High risk of infection to children and adults

4 = Major risk of infection to vulnerable children and adults



Produced May 2020

4	8	12	16
3	6	9	12
2	4	6	8
1	2	3	4

Category Ref	Risk Category	Risk	Risk Rating	Control Measures	Final Risk Rating
1	School Capacity	Failure to assess likely numbers of pupils returning resulting in ensuring social distancing can be maintained	8	<p>All families and carers have been contacted in the following categories:</p> <ul style="list-style-type: none"> • children in nursery class • children in reception • children in year 1 • children in year 6 • vulnerable children • critical worker children 	2
1.1	School Capacity	Failure to assess required staffing resource	6	Staffing models have been assessed based on the confirmed number of children expected to return to school and the number of “bubbles” required to accommodate those children	2
1.2	School Capacity	Number of staff available is lower than that required to teach classes in school and operate effective home learning	6	The school have contacted all staff to ascertain if they are available to return to school and also to identify if any staff are currently shielding or have underlying health issues	2
1.3	School Capacity	Schools lose focus on continuing to apply in-year admissions process including admitting ‘new’ pupils	3	<p>Review in-year school admissions expectation with key admission staff.</p> <p>Ensure key school contact and related resources in place.</p> <p>Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns.</p> <p>Ensure speedy admission of children in the relevant year groups.</p>	3

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2	Social Distancing	Plans are not in place to identify number of classrooms required to allow appropriate social distancing for each year group	12	The total number of children expected to return to school on the Monday 8 th June has been assessed. All classrooms have been measured to assess the total number of children that can be accommodated ensuring compliance with the social distancing guidelines.	2
2.1	Social Distancing	Classroom arrangements do not currently allow for adequate social distancing	12	All classrooms have been configured so that a 2M distance is maintained between all pupils and teachers.	2
2.2	Social Distancing	Appropriate planning for the use of alternative spaces not currently in place to meet shortfall	6	All classrooms and available spaces within the school have been assessed for capacity ensuring social distancing is maintained. The school is aware of its maximum available capacity.	2
3	Prioritisation	Plans to accommodate children of critical workers and vulnerable children who will be accommodated alongside returning year groups not in place	9	Critical workers and vulnerable children will remain within their specific areas within the school. An additional classroom is available to accommodate an anticipated increase in the numbers attending school within these categories. Separate “bubbles” have been set up for these categories to prevent any infection spread	2
3.1	Prioritisation	Insufficient support is available for vulnerable and/or disadvantaged children as numbers of pupils increase.	6	All staff that are currently looking after the children within these categories will remain in post to prevent the possibility of infection occurring	2

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4	Communication	Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	12	All parents have been contacted through letter, email and where necessary phone call. A copy of this risk assessment will be available on the school website.	2
4.1	Communication	Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	12	Via letters to parents/carers have been informed what they need to do if their child or a member of their family exhibits symptoms of Covi-19. For such cases they have also been signposted to get tested and the website link has been given.	4
4.2	Communication	Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	8	All parents have been contacted through letter, email and where necessary phone call to ensure that all parents are aware of the schools' expectations regarding expected safety requirements while their child is in school.	2

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5	Site Access and Egress	The start and end of the school day create risks of breaching social distancing guidelines	12	The school has installed a socially distancing banner on the external fencing. Each access gate has a further information sign informing the parents and children of further maintaining social distancing. 2M demarcation lines have been implemented between the entrances to the school and parent drop off points. No parent is permitted to enter the school and a further sign is posted to this effect. Where space permits, a one-way system has been implemented to further prevent the infection spreading. A member of staff will be present at each entrance of the school and will have a 2M exclusion zone demarcated around them. Parents and pupils will be further reminded of social distancing	4

				Sanitising mats have been installed to further disinfect staff and pupils entering the school.	
5.1	Site Access and Egress	Daily attendance registers for new cohorts are not in place and DfE online educational setting status form to provide daily updates on how many children and staff are in school is not completed	6	Daily registers are taken and attending numbers of children are updated on the DfE portal	1

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6	School Meal Provision	Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	6	A register is maintained of all pupils that are eligible for free school meals. The register is compared daily with those pupils attending school and any pupils not attending, FSM vouchers are issued to their respective parents or carers	1
6.1	School Meal Provision	The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	6	The school has decided to suspend all additional clubs to aid the prevention of the infection spreading. It is imperative that the integrity of all "bubbles" are maintained and no cross contamination can occur.	2
6.2	School Meal Provision	Meals are not available for all children in school	6	The school's catering provider is regularly updated on the number of pupils attending school on any given day. Meals are then produced to match the number of pupils attending.	1
7	Safeguarding	School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	12	Addendum to safeguarding policy in light of Covid-19 in place and approved by the LGB Policy has been shared with all staff	1
7.1	Safeguarding		12	All students to have a wellbeing meeting before they return to school to discuss welfare issues and concerns	4

		High risk of increased disclosures from returning pupils		DSLs to lead these meetings	
7.2	Safeguarding	Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	12	There are experienced, trained members of the Pastoral Team to support students on their return to school with mental health or wider wellbeing issues	2
8	Pupil Behaviour	Pupils' behaviour on return to school does not comply with social distancing guidance	10	Behaviour policy updated to address issues that may arise as a result of Covid-19 As part of wellbeing meetings students to be informed of behaviour expectations in relation to social distancing In letter to parents/carers social distancing expectations are made clear	4
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9	Curriculum Delivery	Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	6	Policies related to Teaching and Learning followed, alongside Teacher Standards to ensure curriculum delivery is strong. All bubbles have a member of school staff leading. Social and emotional wellbeing needs are identified and met to ensure achievement and attainment is supported.	2
9.1	Curriculum Delivery	School unable to meet full provision required in line with EHCP	6	All reasonable measures taken to ensure full provision of EHCPs are met. SENDCO personalising curriculum for children on EHCP	2

9.2	Curriculum Delivery	Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	6	Teaching staff are timetabled to allow necessary time to maintain online offering for children not attending school. Staff not working on school site have capacity to support online learning provision.	2
9.3	Curriculum Delivery	No current plans on how to approach ongoing learning offer for vulnerable children and children of critical workers who are in school but not in the returning year groups	6	All vulnerable children and those of critical workers encouraged by safeguarding team to return to school during safe and well checks. Vulnerable and critical worker bubbles focus on work from, and in line with, individual year group online provision. Vulnerable and critical worker bubbles split to narrow pitch of focus and expectations.	2
9.4	Curriculum Delivery	Pupils moving on to the next phase in their education are ill-prepared for transition	6	Phase lead coordinating personalised plans for key children and contacting secondary schools for all children to agree transition package.	1
10	Staffing Levels	Staffing levels can't be maintained	6	School have contacted staff to ascertain staff availability Not all staff required in the curriculum delivery, allowing additional teaching capacity if required	2
10.1	Staffing Levels	Identify staff unable to return to school	6	All staff unable to return to work have been contacted to ascertain teaching capacity	1
10.2	Staffing Levels	Staff are insufficiently briefed on expectations	6	Staff involved in working with students to have a H&S briefing prior to students returning to school	2

11	Social Distancing	Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times	12	<p>All designated “bubbles” have staggered entrance times, break times and school leaving times or separate entrances, where appropriate.</p> <p>The school has been configured so that each “bubble” is located on a separate floor or section of the school. Social distancing markings have been installed in all corridors and transition routes.</p>	4
11.1	Social Distancing	The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	12	All classrooms have been measured and desks positioned to ensure pupils remain 2M apart. A “teacher safe” zone has also been marked out to permit two members of staff to be present within the classroom with a minimum distance of 2.5 meters between staff and pupils.	4
11.2	Social Distancing	Staff rooms and offices do not allow for observation of social distancing guidelines	12	All staff rooms and offices have been reconfigured to ensure social distancing is maintained	2
11.3	Social Distancing	Queues for toilets and handwashing risk non-compliance with social distancing measures	12	Demarcation markings have been installed at 2M intervals to enable social distancing when utilising toilet provisions on site. Additional hand care facilities have also been installed at school entrance points where access to toilet areas is not available within the immediate area where pupils enter the school. This prevents the possibility of contaminating routes to their specified “bubbles”. Staff have been deployed to undertake the role of toilet monitors to re-enforce the social distancing message	2
13	Isolation / Risk of Contamination	Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed	12	<p>Pupils will be briefed on arrival to school by the member of staff within their “bubble”</p> <p>Parents have been contacted by letter, email or phone where necessary.</p>	4

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		case of COVID-19 in the school			
12	Hygiene	Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	12	The school has undergone a deep clean of all areas. Cleaning regimes have been put in place to ensure that the school is cleaned on a daily basis. Site staff to undertake the periodic sanitisation of all touch points throughout the day.	2
12.1	Hygiene	Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	12	Site staff will be placed on standby to undertake an immediate deep clean of any area following a suspected or confirmed case of COVID 19 within the school.	2
12.2	Hygiene	Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	12	The school has a sufficient supply of hand soap and sanitiser for an initial 4-week period. Additional wall mounted hand sanitising units have been mounted at all entrances to the school. 500ml hand sanitising bottles are available in classrooms and offices	2
12.3	Hygiene	Inadequate supplies and resources mean that shared items are not cleaned after each use	12	Additional cleaning materials have been procured to enable the cleaning of all resources utilised at the end of each school day.	2
13	Isolation / Risk of Contamination	Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	12	Pupils will be briefed on arrival to school by the member of staff within their "bubble" Parents have been contacted by letter, email or phone where necessary.	4

13.1	Isolation / Risk of Contamination	Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place	12	<p>If any pupil or member of staff displays any symptoms of COVID 19, the main office is contacted. A designated member of the team is dispatched to the isolation room where the following PPE is put on.</p> <ul style="list-style-type: none"> • Disposable Apron • FFP2 Mask • Nitrile Gloves • Full face visor <p>An isolation room has been set up within the school</p> <p>The member of staff or pupil will be instructed to complete the Covid test – if test comes back negative the bubble group may well be asked to stay away from school if no adequate cover is available – this will be determined by individual schools through their own risk assessment process.</p> <p>If test is positive whole bubble will isolate for 14 days. We will contact all parents if there is a case of COVID confirmed</p>	4
14	Personal Protective Equipment	Provision of PPE for staff where required is not in line with government guidelines	12	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated • Sufficient PPE has been procured through normal stockist • PPE requirements have been risk assessed against scenarios produced by Public Health Birmingham • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Seek LA support for emergency PPE stock 	2

				<ul style="list-style-type: none"> Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance 	
14.1	Personal Protective Equipment	PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home	12	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines and Public Health Birmingham scenarios Sufficient stock has been ordered using school's usual suppliers Arrangements to seek LA support to obtain PPE in case of an emergency are known and in place Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines 	2
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15	Contractor Arrangements	There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	12	All contractors will only undertake scheduled works at school during period when pupils are not present. Social distancing must be maintained at all times and PPE worn if entering the school premises or attending to undertake emergency remedial works.	2
16	Statutory Compliance	Fire procedures are not appropriate to cover new arrangements	16	Fire alarm systems are tested on a weekly basis by the site manager. Fire doors are to remain shut at all times once all children are within their respective bubbles. All fire extinguishers are checked on a daily basis	2
16.1	Statutory Compliance	Fire evacuation drills - unable to apply social distancing effectively	16	Staff within their individual bubbles ensure that the evacuation is carried out in a safe controlled manner, ensuring social distancing is maintained once the pupils have evacuated the premises through their designated routes	2
16.2	Statutory Compliance	Fire marshals absent due to self-isolation	16	Staffing requirements ensure that adequate fire marshals are in place to fully comply with fire regulations.	2

16.3	Statutory Compliance	Statutory compliance has not been completed due to the availability of contractors during lockdown	16	All statutory compliance has been completed throughout the lockdown period. All statutory compliance schedules have been maintained.	2
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17	Cultural Diversity	Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	12	Staff with underlying health issues including those who have been shielding will have an individual risk assessment. Staff are only in school when required on a rota basis, unless in key year groups. Parents have been informed by letter that they should not send their child to school if they have underlying health problems	4
17.1	Cultural Diversity	Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	8	No one from a BAME background has been forced to attend work who has underlying health problems – each school will complete an individual risk assessment for staff to determine the individual risk. Safety measures have been put in place to protect all colleagues from Covid-19 All staff working with students will receive a H&S briefing prior to students attending Staff will be shown the safety measures that have been put in place during the safety briefing	4
17.2	Cultural Diversity	Parents, particularly those from BAME heritage, are reluctant to send their children to school due to	8	Through letters parents have been informed of the safety measures that have been put in place to protect their children A wellbeing meeting has been arranged for the students before they return to school to help alleviate some of their fears.	4

		the media coverage on deaths linked to coronavirus		Students will be shown the safety measures that have been put in place as part of wellbeing meeting	
18	Additional School Services	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	12	All applicable policies have been updated in light of Covid-19.	2
18.1	Additional School Services	Risks are not comprehensively assessed in every area of the school, including nursery and resource base if applicable, in light of COVID-19,	12	Covid-19 RA and updates to existing polices ensure all risk assessed comprehensively.	2