

Covid-19 increase in school numbers from June 2020

RA100

IMPORTANT – please read this information before completing this risk assessment.


This is a model risk assessment and **MUST be adapted to reflect the significant hazards and control measures present in your site** to allow the safe return of pupils and staff to your school. This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your school.

The control measures listed **are prompts** and will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) **and outlining in detail the control measures as appropriate to your establishment.**

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

Please report **suspected or confirmed cases of COVID-19** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.



	Establishment/Department: St Stephens Community Academy	Establishment Risk Assessment	RA100
	Address: Roydon Road , Launceston PL158HL		
Person(s)/Group at Risk Staff, Pupils, Visitors and Contractors		Date assessment completed: 20.05.2020 This document is to remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.	
Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020) This risk assessment is generic and each school is responsible for reviewing and amending to ensure it is applicable to their setting. This risk assessment should be read alongside DCC guidance document C-19, checklist C-19 and the latest government guidance: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings General guidance on completing risk assessments is available at arrangements note HS47. Updates:		Assessor(s): Maura Furber	

Significant Hazard Section	Control measures in place Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document
Movement of persons around the school	
Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<i>Stagger drop-off and collection times avoiding any changes to pupils that arrive at school on school transport where possible. Provide information to parents. Use alternative drop off locations where possible</i>
Parents gathering at school gate not social distancing	<i>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely. Only one parent to pick up/drop off per family.</i>
Overcrowding in classrooms and corridors.	<i>Keep to small groups - classes split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant) Grouped provision. 'bubbles' Desks to be spaced as far apart as possible. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups. Reduce movement around the school using timetabling and appropriate selection of classroom or other learning environments. Stagger assembly groups. All groups to access classrooms via own external doors.</i>
Increased numbers during breaks compromising social distancing.	<i>Staggered break times and ensure appropriate supervision is in place. Use different playground locations.</i>
Increased numbers during lunchtime compromising social distancing.	<i>Staggered lunchtimes & in set groups with handwashing – tables kept apart. Children to bring in own lunches in disposable bags and own named drinks bottle..Lunches eaten in classroom 'bubbles'. Ensuring everyone keeps further apart than normal. Cleaning of tables between uses by different groups.</i>
Spread of virus due to increased numbers of people within the building.	<i>Inform parents that if their child needs to be accompanied to school only one parent should attend</i>
Inadequate social distancing measures leading to spread of the virus.	<i>Always keep cohorts together where possible – in same small groups of maximum 15 pupils and not mixed on subsequent days. Each cohort should retain the same teacher / TA. No mixing of groups e.g. for sports.</i>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	<i>Review Whole school risk assessment (CC EEC Live Re-Opening Schools-Covid-19), to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms)</i>

	<i>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). New routine for assembly point if fire-drill to be held during phased return and as more children return the frequency will increase so it become normal practice.</i>
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>Review First Aid risk assessment (AnDaras H&S checklist). Rota systems in place to ensure adequate numbers of first aid and PFA trained staff. Communication of first aid arrangements during daily briefings.</i>
Fire Procedures	<i>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review where required fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</i>
Water hygiene – management of legionella	<i>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown))</i>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Training of all staff via briefing prior to start – to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases (Pastoral office or outside Pastoral office to ensure fresh air to lessen chances of infection) Daily morning and end of the day briefings. Headteachers and school leaders must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions. Also weekly zoom meetings with all staff so those working remotely are fully aware of expectations once re-join.</i>
Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	<i>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed.</i>
Staff rooms and offices to comply with social distancing and safe working practice	<i>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Enhanced cleaning regimes as per below. Office window to remain locked with top window open for ventilation, when staff working in the reception office the side door to be locked to ensure social distancing can be adhered to.</i>
Ventilation to reduce spread	<i>Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational</i>
Management of waste	<i>Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</i>

	<i>Lidded bins purchased for all classrooms and toilet facilities.</i>
Lessons or activities to take place outdoors in line with social distancing.	<i>Decide which lessons or classroom activities can take place outdoors and refresh risk assessment for outdoor space RA carried out for Arena Sport Leader to support 2 x afternoons.</i>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Regular cleaning. Remove items such as play dough, sand and soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i>
Using play equipment – multiple-use	<i>Appropriately cleaned between groups of children and only one group / class of 15 maximum at a time</i>
Shared resources and equipment increasing spread	<i>Prevent the sharing of stationery and other equipment where possible Suitable procedures in place for managing access to items of 'heavy use' such a photocopier to reduce social distancing. Enhanced cleaning regimes. Boxes of resources identified for each day within classroom so all can be thoroughly cleaned and then stored until required again-this will also limit choice for EYFS and make manageable.</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings.</i>
Sufficient handwashing facilities for staff and pupils	<i>Each 'bubble' has handwashing facilities with soap and warm water. If sink is not nearby, e.g. outside and other learning environments provide supervised access to hand sanitiser. Plan in regular access to facilities throughout the day. Provide additional sinks where possible</i>
Additional time for staff and pupils to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. All to wash hands entering the building and before leaving..</i>
Handwashing practice with children	<i>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus Posters placed in each class, toilets and staff room</i>
Sufficient supplies of soap and cleaning products	<i>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.</i>

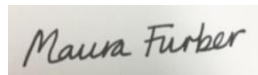
Toilets being overcrowded	<i>Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Where possible different toilets should be used by each different group.</i>
Staff related issues	
Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA</i>
Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios	<i>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DfE priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups</i>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice. Weekly zoom updates. Regular 1-1 discussions for well-being and staff WhatsApp group for daily communication if needed and positive on-going support.</i>
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	<i>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. See above for contact.</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirus-test</i>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>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 face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 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 Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</i>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<i>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'DCC Covid -19 vulnerable groups risk assessment' document https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/EeSzC8IWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf_kYw?e=AyIGQQ along with DCC 'Managers Guide to Supporting BAME colleagues' Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-</i>

	alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.
Staff use of PPE	Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Additional PPE purchased .
Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures and above guidance on use in education settings.
Dealing with suspected and confirmed cases / cases	Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#when-open Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.
Pupil related issues	
Vulnerable groups who are clinically, extremely vulnerable.	Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Children with EHCP	Complete risk assessment before attendance and regularly updated with parental voice and signature .
Pupils unable to follow guidance	Ensure that the same teacher(s) and other staff are assigned to each group. some children will need additional support to follow these measures
Specific issues for EY stage children understanding social distancing	Further EYFS stage guidance to be issued and followed. Actions for Early Years and Childcare providers updated 15 th May most recent shared and considered for our setting.
Member of a class becoming unwell with COVID-19	If a child is awaiting collection, they will remain in their 'bubble' 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-communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.

Transport	
Travel to school and provision of safe school transport:	<i>Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Liaise with School Transport Team where further consider needs to be given to taxi and escort services. ARB pupils organised.</i>
School Transport arrangements support changes to school times	<i>Liaising with the School Transport Team before change are made. Follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</i>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery . Ensure Health & Safety policies are followed. Beginning of phased return all children/staff bringing packed lunch from home,</i>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>As above</i>
Catering staff are operating in a safe environment	<i>Catering staff to follow government guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery See above. Ensure Chartwells if cooking for another school and using our school site follow strict guidelines and do not come into contact with any of our staff, pupils, parents . Only use kitchen external door for access. All hatches to remain closed</i>
Communications with parents and others	
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<i>Tell parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required. Parents/Carers will not be permitted to enter the school building. Regular communication e.g. texts, newsletters to ensure all stakeholders have up to date information.</i>
Suppliers understanding and complying with new arrangements	<i>Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours</i>
Communications to parents and staff	<i>Regular communications via texts, fortnightly newsletters, letters, emails, weekly phone calls for EHCP pupils and those deemed vulnerable by Parent Support worker/ DSL</i>
Parent aggression due to anxiety and stress.	<i>Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. Clearly explained in letters and HT on site to remind them alongside signage and markers on drop off/pick up points.</i>

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Cleaning and reducing contamination	Lidded bins to be ordered.	19.05.2020	Finances/office team
Cleaning and reducing contamination	Electric to be checked to ensure warm water supply available in all toilet facilities	20.05.2020	Property/Site manager
Cleaning and reducing contamination	Furniture / resources moved	Prior to 01.05.2020	Site manager/HT/
Staff related issues	PPE ordered	19.05.2020	Finances/office team
Staff related issues Cleaning and reducing contamination	Time given between critical worker hub set up at school to prepare school for new procedure (cleaning and furniture placement) and for staff to have 7 days from attending different settings / different children to ensure no symptoms are shown.	From 21.05.2020- start of school provision -4 th June.	HT

Signed: Headteacher:



Date: 21.05.2020

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.