

Coronavirus (COVID-19) Wider Opening Risk Assessment	<u>ST MARY'S PRIMARY SCHOOL</u>	Ref No	C19/010
		Date	13/07/2020

Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas	Date of Review	12/11/2020
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Assessor	Print Name: Emma Robertson/Tracy Metcalfe	Head Teacher	Print Name: Emma Robertson	Equipment or Plant No.	N/A
	Signed: <i>Emma Robertson /Tracy Metcalfe</i>		Signed: <i>Emma Robertson</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
Wider Opening – Whole School	All year groups to return Nursery Reception Year 1/2 Year 3/4 Year 5/6 At lunchtime the bubbles will be as follows: Nursery and Reception Year 1/2 Year 3/4 Year 5/6	3	4	M	See Organisational plan for specific group arrangements. Open to all pupils except those that are on a 14 day isolation in line with Government Guidance. A Full National Lockdown comes into force Thursday 5 th November 2020. The schools risk assessment has been reviewed to reflect this and any changes required.	2	4	M

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					Union Coronavirus Crisis Workplace Checklist followed during RA review.			
Visitors to premises: Including Contractors and Parents	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.	2	4	M	<p>See visitors risk assessment for more information (<i>Not attached</i>)</p> <p>Face coverings will remain optional for staff at the discretion of the Head Teacher in line with Government Guidance. Authorised visitors will be expected to wear a face covering when transitioning around the school and in general communal areas. Face covering for children remains optional and at the discretion of the parents/guardians but face coverings should not be worn in class.</p> <p>Note: Children under the age of 3 will not be permitted to wear face masks for safety reasons. Only essential visits or those that enhance the school's curriculum will</p>	1	4	L

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					be authorised during the lockdown period. All visitors must comply with the school's protective measures and risk assessment.			
					Extra-curricular activities which are not primarily to enable parents to work, seek work or provide respite care will only be able to continue where there is no mixing of bubbles, they operate in line with the school's wider protective measures and, whilst not the main purpose, do enable parents' ability to work.			
Before/After School Entry/Exit Procedures.	<p>We will seek parental permissions for Yr. 6 children, to enable as many as possible to walk to and from school independently (to avoid playground grouping). Parents advised there is no school patrol.</p> <p>There will be a one-way system for the school so far as is practicable. To further avoid congestion, 15 minutes will be allocated to the morning arrival (8.45 – 9.00) and another 15 for the afternoon departure (3pm-3.15).</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>All parents/guardians will be asked (where possible) if they would wear a face covering when dropping off and picking up their children from school if on the school site.</p>	2	4	M

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	Parents will be asked to drop/ off and collect their children from the allocated space as outlined in the Organisational Plan.							
Early Years & Primary aged children – lack of understanding	<p>Early Years & Primary aged children cannot be expected to remain 2 metres apart from staff and other children at all times.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching</p>	3	4	M	See Organisational plan for specific group arrangements.	2	4	M
Staff Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). link.</p> <p>Staff receives sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day. Staff informed of 24 hour free counselling service.</p>	3	4	M	Ongoing monitoring	2	4	M
Sensory Seeking Behaviours displayed (SEND issues)	Pupils with sensory seeking behaviours identified. Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.	3	4	M	Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn,	2	4	M

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	Relevant staff are involved in the risk assessment and follow action set out via risk assessment. Staff and pupils to wash their hands regularly.				access to cleaning equipment / anti-bacterial wipes. Behaviour Policy amended.			
Emergency Procedures	<p><u>Fire</u> Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p><u>Lockdown</u> Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid</p>	3	4	M	<p>A fire drill will was carried out W/C 7th September 2020.</p> <p>The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.</p>	2	4	M
Handling Cash	Reduce the amount of cash payments from parents/carers-	1	4	L	Encouraging parents/carers to use the schools on line payments systems where possible i.e. Parent Pay	1	4	L

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	Disposable gloves are available for any member of staff handling cash. Hand sanitiser is available in the school office.							
Handwashing	Handwashing will take place: On entry to school Every time a child goes outside Every time a child comes back into the school building Handwashing will normally take place in the classroom and only one child at a time. All classrooms have hand basins for the children to wash their hands in. Staff will have continual access to hand sanitizer	2	3	L	Signs have been posted near all hand basins throughout the school with regards to the importance of thorough handwashing and how to wash hands correctly. Outdoor sinks have been installed to allow increased handwashing as necessary. Ongoing Monitoring	2	3	L
Lunchtimes /Playtimes	The staggered lunchtimes will be: - Nursery/ Reception - Year 1/Year 2 - Year 3/4 - Year 5/6 They are shortened in order to reduce the unstructured playing out time to a minimum.	3	4	M	School kitchens are fully operational but must comply with the "Guidance for food businesses on Coronavirus (COVID 19)". Which has been agreed by Stockton Borough Council within their SLA See Organisational plan for specific group arrangements	2	4	M

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	<p>The children will be in the hall and use one side of the tables to ensure no-one faces each other.</p> <p>All windows in the hall will be open to ensure ventilation</p> <p>Outside at lunchtime and playtime, children will be assigned to a specific area as directed in the Organisational Plan</p>							
Staff room/eating and safe use of facilities	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p>	2	4	M	<p>Restrict the number of people using staff room at any one time.</p> <p>Maximum occupancies (1 person every 2 metres) identified on the door.</p>	1	4	L
Deliveries	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p>	1	4	L		1	4	L

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	Decide on a location as a set drop-off point agreed in advance.							
Meeting Rooms/Offices	<p>Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</p> <p>Encourage increased natural ventilation in smaller offices.</p> <p>Staff should leave their desks as clear as possible so that it can be easily cleaned.</p> <p>Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.</p>	2	4	M	Display the maximum occupancy of the offices. The maximum occupancy should be communicated with staff.	1	4	L
Classrooms	<p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open;</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins with hazards bags will be provided in all classrooms for disposal of tissues and paper towels. Other bins</p>	3	4	M	<p>See Organisational plan for specific group arrangements.</p> <p>Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible.</p>	2	4	M

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	<p>will be provided in all classrooms for any other waste</p> <p>Children will have a tray with all the materials they need for the day placed in a zip wallet on the table they are working with a plastic wallet pencil case to place all materials.</p> <p>All resources used during the day will be sanitised and cleaned daily Staff and children will be actively sanitising their areas throughout the day and predominantly at the beginning and end of the day.</p>				<p>Children to wear PE kit on days they have PE – timetable to be shared with parents</p> <p>Provisions for regular spot cleaning are located in each classroom.</p>			
Resources/Pupil Supplies	<p>Individual children's equipment will be minimal and kept where possible at their table.</p> <p>Pupils will be encouraged not to share resources</p>	2	3	L	Children encouraged to wash hands / use hand gel before lessons and after each lesson.	2	3	L
Facilities and Premises	<p>See re-opening checklist (attached).</p> <p>Complete all usual pre-term opening checks.</p>	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Lettings	All lettings have been postponed.	1	4	L	Only lettings which are essential wraparound care should continue	1	4	L

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	External sporting lettings have resumed, however internal lettings are on hold and will be reviewed after Lockdown on December 2nd.				during the national lockdown. Any other lettings will be postponed to the new year where possible.			
Cleaning	See cleaning schedule.	3	4	M	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>All cleaners (where possible) will have own set of cleaning resources to reduce the risk of indirect transmission.</p> <p>All areas within school will be cleaned thoroughly on a daily basis.</p> <p>Particular attention will be paid to touch points such as door handles, light switches and handrails.</p>	2	4	M
First Aid/Possible COVID-19 Symptoms	Individual children's medical equipment will be available in each classroom. Where possible children will be encouraged to clean cuts and scrapes and change themselves if necessary. Teachers should provide minor first aid to any child who requires it in the School Office.	3	4	M	<p>Personal protective equipment <i>must</i> be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uplo</p>	2	4	M

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	<p>Protective equipment, such as gloves and a mask, should be worn when first aid is administered in the Main Office.</p> <p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn. The Main Office is to be used as an isolation space.</p>				<p>ads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p> <p>There is a process in place for the pupils to receive the annual flu vaccinations- this was completed on Friday 13th November</p> <p>See PPE Matrix.</p>			
Contact due to personal / intimate care	Staff must wear the normal personal protective equipment they need for giving intimate/personal care.	3	4	M	PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.	2	4	M

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	Disposable gloves and aprons available.				See PPE Matrix.			
Contamination of outdoor play equipment	<p>Cleaning regime in place for outdoor play equipment (portable) at the end of the school day.</p> <p>Outdoor play equipment includes;</p> <ul style="list-style-type: none"> • Climbing Wall • Outdoor gym • Trim Trail • Tyre Park 	1	4	L		1	4	L
Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)	<p>The school has no member of staff who is classified as Clinically Extremely Vulnerable under the Government Guidance.</p> <p>Shielding was paused from the 1st August 2020. Risk assessments will be put in place to ensure all staff who were previously shielding return to work. This also includes member of staff who are pregnant.</p>			N/A	<p>From the 5th November 2020 staff who fall within this category will be advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>			N/A

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Clinically Vulnerable/ Vulnerable Staff (Current Medical issues giving rise to increased risk of catching Coronavirus or increased risks associated with symptoms)	The school has no member of staff who is classified as vulnerable under the Government Guidance.	3	4	M	Ongoing monitoring	2	4	M
	There is 1 member of staff who is living with a family member who is currently shielding.				The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance. All staff within this category will be given a copy of the risk assessment for reference.			
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	General precautions as advised by the Government strictly observed: Tissues widely available for staff and pupils	3	4	M	Ongoing monitoring	2	4	M
	Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean.				A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms. To arrange a test call 119 or visit www.gov.uk/coronavirus			

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NHS Test and Trace/NHS Test and Trace App	<p>Close contact means:</p> <ul style="list-style-type: none"> • having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask). • spending more than 15 minutes within 2 metres of someone. • travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane. 	2	4	M	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App. Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-</p>	2	4	M

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Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- Hair should be tied back where possible to reduce the risk of touching you face.
- Staff are advised that when passing in corridors to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children do not bend down to their level and where ever possible stand to the side or the back of the child.

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****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – An assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
		1	2	3	4	5	6
Severity Rating	Description	Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent

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1	Delay only	
2	Minor injury, minor damage	
3	Lost time injury, illness, major damage	
4	Major injury, disabling illness, major damage	
5	Single fatality, or permanent total disability	
6	Multiple fatalities	

COVID-19 Re-Opening Organisational Plan for Nursery, Reception, Year 1 and Year 2

Version 10

Numbers	Room	Staff	Rationale
26 children	Nursery classroom	Miss Daley Mr Jones Mrs corcoan Miss Brttain	<ul style="list-style-type: none"> • Own entrance • Toilets • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
15	Reception classroom	Miss Barwick Mrs Morris Mr Jones	<ul style="list-style-type: none"> • Own entrance • Toilets • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
30	Year 1/2 classroom	Ms Saunderson-Darkes Mrs Overrend Mrs Corcoran	<ul style="list-style-type: none"> • Own entrance • Toilets • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
30	Year 3/4 classroom	Ms Heaney Mrs Hissitt Miss Lowther	<ul style="list-style-type: none"> • Own entrance • Toilets • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
30	Year 5/6 classroom	Mrs McPhail Mrs Green Mrs Tweddle	<ul style="list-style-type: none"> • Own entrance • Toilets • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
	Hall		To give flexibility to the school
15	Year 5 classroom	Mrs Green Mrs Hissitt	<ul style="list-style-type: none"> • Own entrance • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office

	Main Office	Mrs Chalmers	<ul style="list-style-type: none"> • Own entrance • Access to outdoor area • Staff to have walkie-talkie for communication with whole school and office
	PPA	Mrs Hiossitt Mrs Corcoran Mr Jones	<ul style="list-style-type: none"> • Staff will move between classes but will remain 2 metres from the children
	Outdoor area- to have a handwashing station Water bottles to be taken outside if needed	Staff to rotate to ensure all children get access to all areas throughout the week.	<ul style="list-style-type: none"> • Staff on duty to use walkie talkies to ensure children can access toilets in their own classrooms • Walkie talkies to be used for shared duties and break transitions • Water bottles to be sanitised on entry back into school

Entering school- A member of staff will be on duty at entrance and exit gate

15 minutes separation start and end time to avoid crossover of any of the 'bubbles'- average group size 30 (with many siblings within each bubble reducing the number of parents entering by a third)

Siblings to discuss with HT or AHT for personalised plan to ensure we minimise wait time and to ensure parents are not waiting around.

Children and predicted numbers	Route	Timings			
			Start time	Lunch	Finish time
Nursery	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate				
		Monday	8.45am	11.30am	3pm
		Tuesday	8.45am	11.30am	3pm
		Wednesday	8.45am	11.30am	3pm
		Thursday	8.45am	11.30am	3pm
Reception children	Enter school through the Foundation Stage entrance gate Drop children at main entrance Parents exit through exit gate				
		Monday	9am	11.30am	3.15pm
		Tuesday	9am	11.30am	3.15pm
		Wednesday	9am	11.30am	3.15pm
		Thursday	9am	11.30am	3.15pm

		Friday	9am	11.30am	3.15pm
Year 1/2 children	Enter school through the entrance gate Drop children at side gate Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	11.45am	3pm
		Tuesday	8.45am	11.45am	3pm
		Wednesday	8.45am	11.45am	3pm
		Thursday	8.45am	11.45am	3pm
		Friday	8.45am	11.45am	3pm
Year 6	Enter school through the entrance gate Drop children at side gate Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	12.30pm	3 pm
		Tuesday	8.45am	12.30pm	3 pm
		Wednesday	8.45am	12.30pm	3 pm
		Thursday	8.45am	12.30pm	3 pm
		Friday	8.45am	12.30pm	3 pm
Year 3/4	Enter school through the entrance gate Drop children at Year 3/4 entrance door Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	8.45am	12pm	3pm
		Tuesday	8.45am	12pm	3pm
		Wednesday	8.45am	12pm	3pm
		Thursday	8.45am	12pm	3pm
		Friday	8.45am	12pm	3pm
Year 5	Enter school through the main entrance gate Drop children at Main Office Parents exit through exit gate		Start time	Lunch	Finish time
		Monday	9am	12.15pm	3.15pm
		Tuesday	9am	12.15pm	3.15pm
		Wednesday	9am	12.15pm	3.15pm
		Thursday	9am	12.15pm	3.15pm
		Friday	9am	12.15pm	3.15pm

Outdoor Area Organisational Plan

	Zone 1	Zone 2	Zone 3	Zone 4
Monday				
Tuesday				
Wednesday				
Thursday				



Date:

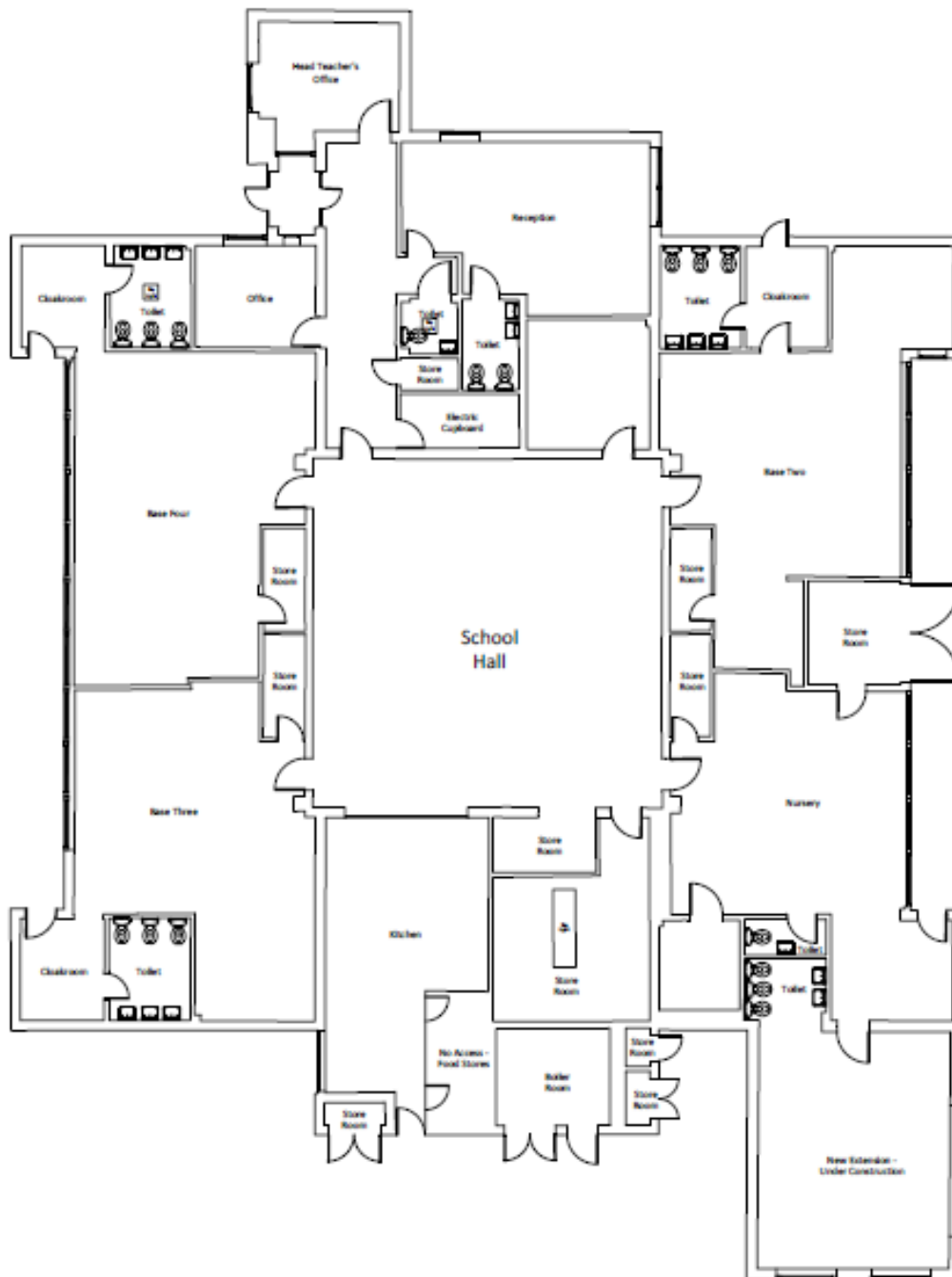
Daily Cleaning schedule

Rooms	Frequency	Areas	Extra areas/ resources used through the day which require cleaning
Nursery	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Reception	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Play equipment	
Year 1/2	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 3/4	Daily	Floor Tables	

		Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5/6	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Bean bags Computer Desk	
Year 5 Classroom	Daily	Floor Tables Chairs Trays Zip Wallets Toilets- cubicles, basins, taps, dryers Blinds Computer Desk Door handles Doors	
Hall	Daily	Floor Cupboard tops Doors Door handles	
Office	Daily If the room has been used through the day- signing in sheet attached to door of room	Floor Desk Table Computer Phone Window ledge	

HT Office	Daily	Floor Desk Window ledge Computer Phone	
Staffroom	Daily	Floor Worktops Door and handle Water boiler Sink Dishwasher front Microwave interior and exterior Tea/ coffee/ sugar jars Doors and handles of cupboards Photocopier	
Staff toilets	Daily	All within	
Corridor	Daily	Floor Work tops Doors Handles	
Entrance	Daily	Doors Handles	
Outdoor Area	Daily	Trim trail Outdoor gym Tyre park Foundation/ KS1 Climbing Area Foundation Stage outdoor area	






ST MARY'S PRIMARY SCHOOL FLOOR PLAN



Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	X	X	X

COVID-19 Re-Opening Organisational Checklist

Section A

Actions required:

- Flushing the water system in accordance with the school's legionella risk assessment and policy.
- Checking that there are no leaks in the water system and that there is provision of hot water.
- Ensuring the safety and quality of the water by:
 - disinfecting the water system by raising the temperature of the heating of the system; or
 - in schools which have cooling towers/AC systems, microbiologically testing the water and receiving a positive clearance.
- Testing the fire alarms/smoke alarms/panic and accessible-toilet alarms.

Checking:

- the fire-door mechanisms;
- gas supply;
- kitchen equipment;
- ventilation system;
- key holder information;
- the fixed wiring (if the scheduled tests required by regulations have not taken place in the last six months);
- emergency lighting;
- Inspection of lifts (if the scheduled tests required by the regulations have not taken place in the last six months);

- Inspection of all known asbestos sites (These may have been damaged by rodent activity during the closure).
- Inspection for rodent activity and/or infestations (Commissioning of pest control may be required).
- Cleaning of the premises
 - Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces.

All schools

Planning for the reopening of the school should be on the basis of phased re-entry of pupils, and below are listed the factors which must be considered in planning for reopening.

- Assessment of the availability of staff for all activities during the school day, including lunchtime and break supervision, and to provide support for pupils with special or additional needs, considering:
 - staff who have underlying medical conditions (as defined in government guidance);
 - staff who are subject to shielding or are in a household where someone is shielding;
 - staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
 - the availability of supply staff to cover any vacancies or long-term absences.
- Defining the expectations about teaching and learning, including:
 - how the number of pupils returning to school each day will be managed to ensure that social distancing is maintained, and account is taken of:
 - which categories of pupil may be given preference in any phased modification of controls on schools, such as pupils with special/additional education and support needs or who might otherwise be vulnerable, or pupils in particular year groups; for example, pupils who are preparing for qualifications or who may have been among the most disrupted by the partial closure of schools to date;
 - the ability of certain pupils to maintain social distancing;
 - arrangements for staff and pupils during breaks and lunchtimes, including supervision of pupils in the context of social distancing.
 - any subject-specific requirements that they may need to inform the numbers and categories of pupils attending school.

- the extent to which existing planning, schemes of work and programmes of study will need to be adapted to take account of:
 - the number of pupils who will be on site;
 - the age and stages of development of these pupils;
 - the frequency with which pupils will be expected to attend;
 - the suitability of materials and resources for working with pupils who may need to attend school irregularly;
 - those pupils with special/additional educational support needs.

- the support, time and resources that will need to be made available to teachers and other staff to make any necessary preparations in respect of the above;
- availability of appropriate personal protective equipment (PPE) and access to hot water and soap and arrangements for the regular cleaning of touch surfaces throughout the day.

Review of the current risk assessments individual pupils may have

- These may not be appropriate or may need extending to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 guidance.

Risk assessments of other pupils

- pupils who have not previously been risk assessed but in the new circumstances may pose a risk;
- pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.

As required under health and safety legislation, all risk assessments should be subject to consultation with staff.

Review of the school's pupil behaviour policy to ensure that it covers COVID-19-related incidents

- Make provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

Assessment of the availability of school transport, including transport for pupils with special needs

- Assess the availability of transport and the arrangements being made by the transport providers for compliance with social distancing.
- Review of the arrangements for routine maintenance of the premises
- Assess how this will be carried out while maintaining social distancing and consider minimising risk by limiting maintenance to regulatory requirements and emergencies.

I am satisfied that the actions within this checklist have been actioned and are sufficient to mitigate identified risks.

Name:	Mrs Emma Robertson
Signature:	
Date:	16.11.2020