

COVID 19: Operational risk assessment for school reopening

Assessment Conducted by	Mark Stouph	Job Title	Health & Safety advisor	Persons covered by this risk assessment	staff
	Jo Heaton		CEO		pupils
	Hayley Swinhoe		COFO		contractors
	Katy Hill		Headteacher		visitors
Date of assessment	March 2nd 2022	Review interval	Weekly	Date of next review	April 1st 2022

Matrix for determining risk

IMPACT LEVEL	PROBABILITY (that the risk will occur during the lifetime of the activity)				
	Very Unlikely	Unlikely	Possible	Likely	Very Likely
Crisis	Moderately High	Moderately High	Severe	Severe	Severe
Critical	Moderately Low	Moderately High	Moderately High	Severe	Severe
Moderate	Minor	Moderately Low	Moderately High	Moderately High	Moderately High
Marginal	Minor	Minor	Moderately Low	Moderately Low	Moderately Low
Negligible	Minor	Minor	Minor	Minor	Minor

What are the hazards?	Who might be harmed?	Risk rating	Control measures	Do you need to do anything else to manage this risk?	Responsible person	Action by when?	Residual risk
Risk of infection and spread of covid 19	Staff, visitors, pupils or contractors	Moderately High	Positive cases of covid 19 should follow the updated guidance on isolation which is currently available at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection?utm_source=4%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DFE%20C19#NotRequired	LFD testing Risk assessment to be reviewed regularly	Headteacher	ongoing	Moderately Low
			Additional Handwashing facilities/sanitiser have been added to the school site and schools will ensure adequate supplies of handwashing/sanitizing products are available on site.		Headteacher	ongoing	
			Staff are to be provided with support to provide remote learning for any pupils who cannot attend school as per the Provision of Remote Education (Temporary Continuity Direction). Staff workload will be managed to ensure any remote learning systems are in place.		Headteacher	ongoing	

			All doors and windows to be opened for ventilation where possible, taking risk assessments for individual pupils and site specific issues and weather conditions into account.		office manager	ongoing	
			All guidance to be followed if there is a positive case in school, including provision of a room in school for immediate isolation whilst awaiting collection.		Headteacher	ongoing	
			If there is an outbreak or PH inform that local COVID rates are high, face coverings will be worn by staff and visitors in all communal areas. Standard face coverings do not form part of PPE and staff and visitors should provide their own. Limited amount of spares available in the school office.		Headteacher	28th November 2021	
			If there is an outbreak or PH inform that local COVID rates are high, assemblies/gatherings/ after school clubs/ whole school assembly will be limited.		Headteacher	28th November 2021	
			Ensure relevant staff are on site including first aiders, fire wardens and safeguarding support		Headteacher	ongoing	
Lack of or out of date medical information could increase risk of illness to pupils and staff	Staff, visitors, pupils or contractors	Moderately High	Remind parents/staff of the need to provide up-to-date medical information and maintain records for pupils and staff		Office Manager	6th September 2021	Moderately Low
			Staff shall continue to adhere to the medical needs procedures regarding the administration of medication. Medication to be provided by parent / carer at home wherever possible.		Headteacher	ongoing	
			If staff are based at sites which are not their usual location, they should ensure relevant medical information is shared with them so these can be assessed, and steps taken to manage them as above.		Headteacher	ongoing	
Risk that shared use of certain equipment could increase infection exposure risk	Staff, visitors, pupils or contractors	Moderately High	Increased handwashing should be carried out before and after handling equipment especially if used by more than one user.		Headteacher	ongoing	Moderately Low
			Woodwind and Brass instruments should not be shared by users where possible. If instruments have to be shared individual mouthpieces should be used. The mouthpiece should be stored in named storage and changed by the pupil where possible. Schools will work with pupils to put in place, age appropriate systems for cleaning of instruments.		Headteacher	ongoing	

Lack of information when entering school could risk virus being introduced	Staff, visitors, pupils or contractors	Moderately High	Clear communication with parents and carers is essential from the school so they understand what systems are in place in school particularly if schools are required to increase measures following an outbreak on advice from PHE. All persons likely to come into the school grounds should be informed they must not attend if they are displaying any symptoms of coronavirus. Parents and carers must be repeatedly reminded that they must keep pupils at home who display any of the symptoms. They must also be reminded of the necessity to inform school immediately and test their child at the earliest opportunity and inform school of the results. Communication may be by newsletters, letters, emails, signs and any other appropriate measures. School should take care to consider the needs of SEND pupils and those who may require support to understand the systems and protective measures.		Headteacher	6th September 2021	Minor
			Schools will review their home school agreements to ensure parents and families understand the expectations around their contribution to managing risk.		Headteacher	6th September	
			Ensure safeguarding and behaviour policies are updated as required and shared and understood by all staff and volunteers. All safeguarding training should continue to be kept up to date.		Headteacher	6th September 2021	
			All staff are made aware of the updated guidance and all aspects of the risk assessment and this is published on the school website following each review.		Headteacher	6th September 2021	
			If there is an outbreak or PH inform that local COVID rates are high, staff will be made aware of the need for a face covering in communal areas. This will be communicated to parents and signage will be put up around school.		Headteacher	28th November 2021	
			All pupils should be taught how to hand wash, use hand sanitiser and 'catch, bin and kill it'. Guidance is available at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Pupils should be supervised when hand washing to ensure it is being done correctly.		Headteacher	ongoing	
Lack of governance resulting in risk of controls not being observed	Staff, visitors, pupils or contractors	Moderately High	Clerked Board Meetings continue to take place. If additional controls are in place or to allow attendance (e.g. of isolating directors) these meetings may be virtual.		CEO/COFO	ongoing	Minor
			Chair of Board (and Vice Chair) in regular communication with CEO, COFO, Chairs of LGBS.		Chairs	ongoing	
			Headteacher is in regular communication with Chair of LGB. Information disseminated to LGBs by Chairs of LGB.		Headteacher	ongoing	
			Diarised LGB meetings to take place If additional controls are in place or to allow attendance (e.g. of isolating LGB individuals) these meetings may be virtual.		CEO/COFO	ongoing	
			Board use CST governance framework to support decision making.		CEO/COFO	ongoing	

			The Trust will take into account all local information, including local infection rates, R rates and other relevant information when making decisions.		Board	ongoing	
Risk to vulnerable groups (clinically extremely vulnerable & vulnerable staff & pupils)	Staff & pupils	Severe	Clinically extremely vulnerable persons Children who are confirmed as clinically extremely vulnerable should attend school unless they are one of the very small number of children and young people who are under paediatric or specialist care and have been advised by their clinician not to attend. This small number of children will access remote education.		Headteacher	ongoing	Moderately Low
			Clinically vulnerable persons Staff who are clinically vulnerable can continue to attend the workplace but must follow the system of controls to minimise the risk of transmission.		Headteacher	ongoing	
			Pregnant staff All staff who are pregnant will have an individual workplace risk assessment and will only attend the workplace if the risk assessment advises it is safe to do so. Pregnant women who are 28 weeks and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus should take a more precautionary approach. If risks can't be eliminated or reduced to an acceptable level then alternative work or working arrangements will be offered (e.g. working from home). This will be for a very small number of women.		Headteacher	ongoing	
			Pupils or staff who live with someone who is clinically extremely vulnerable or clinically vulnerable including those who are pregnant, can attend their education or childcare setting and should maintain good prevention practice in the workplace and at home.		Headteacher	ongoing	
Risk of Infection from persons displaying coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High	All persons who are displaying symptoms must follow government guidance on self-isolating and testing. Symptoms include a high temperature, a new continuous cough, loss or change to the sense of smell or taste.		Headteacher	ongoing	Moderately Low
			Close contacts should follow https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf		Headteacher	ongoing	
Risk of Infection from persons becoming ill on site with coronavirus symptoms	Staff, visitors, pupils or contractors	Moderately High	All persons who develop coronavirus symptoms however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection?utm_source=4%20January%202022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DFE%20C19#		Headteacher	ongoing	Moderately Low

			<p>Whilst awaiting pickup, persons should be isolated in a separate area with a closed-door and ventilation. Pupils will need to be supervised whilst this takes place. A separate room will be available for potential isolation of staff and pupils. This room will be deep cleaned after the use of the room, by cleaning or site staff.</p>		Headteacher	ongoing	
			<p>A fluid resistant facecovering (IIR) should be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child or young person is necessary then gloves, and apron and a suitable facemask 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. After use the PPE should be bagged as per the guidance, a dated label to assist with disposal after the required time period, and stored appropriately on site before putting into bins.</p>		Headteacher	ongoing	
			<p>Where the child, young person or staff member tests negative, they can return to their setting and they can end their self-isolation.</p>		Headteacher	ongoing	
			<p>Where a child, young person or staff member tests positive, close contact should follow the advice https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057106/220224_Schools_guidance.pdf</p>		Headteacher	ongoing	
			<p>Deep clean core areas that staff or pupils have been in with standard cleaners and disinfectants.</p>		Headteacher	ongoing	
			<p>A separate sanitary facility should be provided for individuals who display symptoms. They should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.</p>		Headteacher	ongoing	
Unrestrictive access could increase risk of infection	Staff, pupils, visitors & contractors	Moderately high	<p>Dorgards should be used to hold open doors where suitable (Safeguarding procedures should still be adhered to). Where this is not possible door handles should be regularly cleaned and sanitised to prevent infection.</p>		Headteacher	ongoing	Minor
			<p>Preferred communication from parents with school staff will be by phone, email or the virtual platform. If a parent needs to drop something off/pick something up at school then this should be pre-arranged where possible.</p>		Headteacher	ongoing	
			<p>Suppliers, contractors and visitors will be informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.</p>		Headteacher	ongoing	
Risk that poor hygiene could cause increased infection transmission	Staff, pupils, visitors & contractors	Severe	<p>Hand sanitisers available at entrance points to the building and staff, visitors and pupils should use them on entry.</p>		Headteacher	6th September 2021	Moderately Low
			<p>Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering school and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating.</p>		Headteacher	ongoing	

			If sinks are not available close to or in classrooms and work areas, then handwashing facilities and/or hand sanitisers should be provided.		Headteacher	6th September 2021	
			Additional hand washing facilities will be provided where required.		Headteacher	6th September 2021	
			All persons should wash their hands before leaving the premises.		Headteacher	ongoing	
			Tissues will be available in all group areas and should be single use only and binned after use in lidded bins.		Headteacher	ongoing	
			Any waste products used by staff or pupils showing symptoms whilst in school shall be double bagged and kept securely for 72 hours before being disposed of via the usual waste disposal route. Bags should be clearly labelled with the disposal date i.e. 72 hours after bagging and stored before being put into the normal waste collection bins after the 72-hour period has elapsed. Note the virus cannot survive on a surface from more than 72 hours according to current guidance.		Headteacher	ongoing	
			Staff opening post should wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin.		Office manager	ongoing	
			Staff bringing their own food into school that requires storage in the communal fridge should be in a labelled washable box. Antibacterial wipes and/or spray will be available for staff to wipe down the kettle, microwave etc. after use if they choose to use them. Staff should ensure they clean up after themselves in staffrooms/staff kitchens etc. Washing facilities are provided for staff use.		Headteacher	ongoing	
			Staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.		Headteacher	ongoing	
			Water dispensing systems can be used and additional cleaning should be implemented, particularly of dispensing handles after each use. Hand sanitiser/hand washing should be available to use before and after each use		Headteacher	5th March 2021	
Risk of a lack of or inadequate cleaning causing infection	Staff, pupils, visitors & contractors	Severe	General cleaning				Moderately Low
			Cleaning should be carried out using standard cleaning chemicals and disinfectant and or anti-viral wipes and sprays.		Headteacher	ongoing	
			A dedicated provision of clean products in each classroom or work area will be available to allow for additional cleaning of surfaces in use containing hand sanitisers, anti-viral wipes, sprayers, paper towels, soap, tissues etc. in a container storage box so it is easy to pick up and move around the space as required. These should be stored out of the reach of pupils.		Headteacher	6th September 2021	
			Cleaning should be prioritised to cover regularly touched surfaces such as door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.		Headteacher	ongoing	

			Shared materials and surfaces should be cleaned and disinfected more frequently.		Headteacher	ongoing	
			All staff using cleaning materials should have access to and have read the relevant COSHH assessments.		Headteacher	6th September 2021	
			Rooms used for isolating persons displaying symptoms Rooms used for isolating pupils or staff who display symptoms of coronavirus will undergo a deep clean of that room, if that cannot happen then it should be left for 72 hours then a normal clean should be undertaken. A back up room should be available in case it is required.		Headteacher	ongoing	
			Clothing There is no need for anything other than normal personal hygiene and washing of clothes. Uniform will be worn by pupils.		Headteacher	ongoing	
			Hygiene suites and intimate care facilities Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels, etc..		Headteacher	ongoing	
Not observing social distancing could increase risk of infection	Staff, pupils, visitors & contractors	Moderately High	Schools should adhere to all the PHE guidance contained in the DfE guidance including adhering to all protective measures.		Headteacher	6th September 2021	Moderately Low
			Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms .		Headteacher	ongoing	
			Clean hands frequently over the school day.		Headteacher	ongoing	
			Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach		Headteacher	ongoing	
			When volunteers are used in the school building, due attention should be paid to ensuring they are trained in the systems and expectations, the risk assessment shared and their deployment should follow all aspects of the risk assessment.		Headteacher	ongoing	
			All areas should be ventilated. Co2 monitors will be monitored by Premises Assistants. Where adequate ventilation is not available or areas are crowded with people who you would not normally come into contact with the recommendation is face coverings will still be worn.		Headteacher	ongoing	
			Staff working with children with significant medical needs that make them vulnerable to coronavirus should have an individual risk assessment carried out which may recommend the wearing of face coverings.		Headteacher	ongoing	
Inadequate First Aid could increase risk of infection	Staff, pupils, visitors & contractors	Severe	Ensure adequate first aid provision for the numbers of staff and pupils on site.		Headteacher	6th September 2021	Moderately Low
			Where possible, without causing further injury or discomfort, first aid to be administered in a well ventilated area.		Headteacher	ongoing	
			PPE equipment to be provided in each first aid box and used by staff administering First Aid. All staff trained in use of PPE. PPE to be disposed of appropriately.		Headteacher	6th September 2021	
Infection risk from Frequently touched entry systems, panels, etc.	Staff, pupils, visitors & contractors	Moderately High	Telephones and in school communication devices should be wiped with anti-viral wipe after each different user.		Headteacher	ongoing	Moderately Low

			Sanitisers should be used before touching biometrics systems if they cannot be cleaned between users.		Headteacher	ongoing	
			The use of lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.		Headteacher	ongoing	
Enclosed areas could increase risk of infection	Staff, pupils, visitors & contractors	Severe	Ventilation				Moderately Low
			Rooms should be well ventilated. Safeguarding and health and safety must be assessed to see if this is appropriate especially for younger children and pupils with SEND needs and fire procedures will need to be adhered to ensure those doors are closed should fire alarm sound. Consider use of automatic 'doorguard' systems if appropriate.		Headteacher	ongoing	
			Where possible and appropriate open windows to classrooms, offices, staff rooms. Encourage appropriate clothing, particularly during colder weather to ensure there is a balance between the need for ventilation and having a comfortable working environment. CO2 monitors have been installed and are checked regularly.		Headteacher	ongoing	
			Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated if possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.		Headteacher	6th September 2021	
Educational Visits could increase infection risks	Staff, pupils and others	Moderately High	Schools should check that any new bookings have adequate financial protection in place.		Headteacher	ongoing	Minor
			You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment		Headteacher	ongoing	
			If PPE is identified as necessary for certain activities or staff through a risk assessment, this will be provided by the school. A face covering is a covering of any type which covers your nose and mouth. Face coverings are not classified as PPE.		Headteacher	ongoing	
			Reusable eye protection should be thoroughly cleaned and disposable PPE should be changed between each individual person being assisted.		Headteacher	ongoing	
Relaxation of control measures could cause risk to Staff wellbeing.	Staff	Moderately High	The school will consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment.		Headteacher	6th September 2021	Minor
			Any necessary training and familiarisation time will be provided for staff in advance.		Headteacher	6th September 2021	

			Staff wellbeing is a high priority including work life balance. School ensures all staff are aware of the health and wellbeing benefits in place for staff through SAS absence insurance as well as any other relevant support available. Staff should be provided with time to discuss any concerns with line managers.		Headteacher	ongoing	
			Senior Leaders and Governance will continue to review remote learning procedures for effectiveness, ensuring best practice and maximising staff time and workload in the event remote learning has to be deployed.		Headteacher	ongoing	
			Schools will consider if individual employee risk assessments are required and if so these will be regularly reviewed and will be amended or new ones carried out for staff experiencing mental health issues.		Headteacher	6th September 2021	
			Staff meetings can resume in person but should happen in well ventilated areas.		Headteacher	ongoing	
			Any staff working from home to be provided with support and any necessary provision.		Headteacher	ongoing	
			Staff will be supported through any bereavement or family difficulties as a result of Covid-19.		Headteacher	ongoing	
			Mental health first aiders have been identified and appropriately trained and supported.		Headteacher	ongoing	
			Revised staff handbook to be provided to all staff when updated.		Headteacher	6th September 2021	
			Staff to have individual contact with line manager/SLT to discuss any personal anxieties.		Headteacher	ongoing	
			Inform staff of assistance that may be available in terms of counselling and other support services.		Headteacher	ongoing	
			Staff to be supported on an individual basis with any anxieties or difficulties.		Headteacher	ongoing	
Contractors attending site could introduce infection	Staff, pupils, visitors & contractors	Moderately High	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		Headteacher	ongoing	Moderately Low
			Contractors to carry out regular hand washing and sanitising especially on arrival at school and throughout their time on site.		Headteacher	ongoing	
			Contractors to follow government guidelines on self-isolating.		Headteacher	ongoing	
			If contractors display any symptoms whilst on site they will be asked to leave immediately and any areas or equipment they have been working in or on should be isolated for 72 hours or thoroughly cleaned prior to admitting other persons or being used.		Headteacher	ongoing	
			The school should still follow procedures for controlling access and security whilst contractors are on site.		Headteacher	ongoing	
Risk that pupils will be anxious returning to school with reduced measures in place.	Pupils	Moderately High	Staff should ensure that pupils are aware of support available for pupil well-being.		Headteacher	6th September 2021	Minor

			Pastoral and extracurricular activities will be provided and will support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to covid-19 and support pupils with their approaches to improving physical and mental wellbeing		Headteacher	ongoing	
			Focused pastoral support will be provided for pupils individual issues using external support when necessary and possible.		Headteacher	ongoing	
			KCSIE and Child protection policies will be followed and referrals to statutory services will be made for any child suffering or likely to be at harm		Headteacher	ongoing	
			School will work with school nursing teams to ensure the healthy child programme, identify health and wellbeing needs, provide support for resilience, mental health and wellbeing including anxiety bereavement and sleep issues and support pupils with additional and complex health needs,		Headteacher	ongoing	
			Facilities should be identified to allow private discussion between staff and a pupil/s.		Headteacher	ongoing	
			Resources are available to front line staff working with children and form part of the Schools coronavirus operational guidance		Headteacher	ongoing	
			First response attendance system still to be adhered to in school. If school staff need to attend a home then government guidance should be followed.		Headteacher	ongoing	
Fire safety risks	Staff, pupils, visitors & contractors	Severe	Adequate number of fire wardens present/on site at all times.		Headteacher	ongoing	Moderately Low
			Reallocate fire marshal/warden roles if necessary due to short term staffing shortages.		Headteacher	6th September 2021	
			Ensure staff know how to use fire extinguishers and where call points are located, particularly if staff are not familiar with that area. Ensure all staff are shown the evacuation routes clearly from their areas of work, particularly if using multiple classrooms.		Headteacher	6th September 2021	
			Where adaptations are made to building, including doors being left open for ventilation then fire service must be informed. COFO can support if necessary.		Headteacher	6th September 2021	
			In the event of an emergency the controls in place do not apply if it would be unsafe to adhere to it.		Headteacher	ongoing	
Risk of inadequate controls within the catering provision could increase the risk of infection	Staff, pupils & contractors	Moderately High	Catering service to follow the guidance for food businesses on coronavirus		Headteacher	ongoing	Moderately Low
			Catering staff should be made aware of the risk assessment, controls in place and observe good hygiene whilst on site.		Headteacher	ongoing	
Safeguarding risks	Pupils	Severe	Safeguarding procedures need to be reviewed to ensure all systems comply with the risk assessment and government guidance. Designated leads/deputies should be provided with time to deal with any new safeguarding issues, concerns and referrals.		Headteacher	ongoing	Moderately High
			Communication with school nurses should be maintained.		Headteacher	ongoing	

Protected characteristics could impact upon risk to individuals	Staff and pupils	Moderately High	Schools must consider the impact on staff and pupils with protected characteristics, including race, age and disability in the approach to managing risk. This includes the use of individual risk assessments where appropriate.		Headteacher	ongoing	Moderately Low
			If people with significant risk factors are concerned, Headteacher should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.		Headteacher	ongoing	
Risk that central government could decide to enforce local restrictions which require schools to revise delivery models at short notice	Staff and pupils	Moderately Low	Schools have experience of delivering remote learning following national lockdowns and bubble closures		Headteacher	as required	Minor
			Schools have technology in place to allow the delivery of education to be conducted remotely		Headteacher	as required	
			Government have updated the Contingency framework to outline how schools should operate and an outbreak management plan will be in place.		Headteacher	as required	