

Pennyhill Primary School

COVID-19: Risk assessment for full opening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Risk assessment for full opening of school premise after lockdown SSG		
Owner	SMBC - Corporate Health & Safety Unit		
Status	Live	Version	1
Effective from	1 st September 2020	Approved on	July 2020
Last updated	7 th July 2020	Last updated by	HSU/TH
Review dates	15 th July 2020; August 2020; 5 th November 2020, 5 th January 2021, 1 st March 2021		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely fully opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

The risk to children themselves of becoming severely ill from coronavirus (COVID 19) is very low and there are negative health impacts being out of school.

In relation to working in schools, whilst it is not possible to ensure a totally risk free environment, the Office of national Statistics analysis on coronavirus related deaths linked to occupations suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations.

Further government guidance can be found below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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>

Risk Assessment for: **Full -opening of Premise after COVID-19 lockdown**

School: Pennyhill Primary School

21st May 2020,
July 2020 and
August 2020

Assessment Date:

5th November
2020

Name of Assessor(s): **Elaine Williams and Mandy Jones**

5th January 2021
1st March 2021

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors Legionella, electrocution, CO ² exposure, burns, cuts, bruises, broken bones etc	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening. Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school. 	<ul style="list-style-type: none"> All staff to do visual checks on electrical equipment before use Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed. Any defects or faults are reported, and equipment taken out of use. <p>Refer to <u>Premise Management SSG</u> and <u>School Premise Logbook</u> for further guidance.</p>	Site Management	2	4	8	May 2020 And ongoing as per risk assessment
Unable to meet social	Teaching, non-teaching staff,	<ul style="list-style-type: none"> School drop-off/collection times and locations have been 	<ul style="list-style-type: none"> Letter sent to parents prior to school opening that outlines 		3	4	12	May 2020

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
distancing rules and the virus is transmitted from person to person	children, cleaners, cooks, parents, visitors, contractors Illness – flu like symptoms through to fatality.	revised to minimise numbers of parents on the playground and reduce areas of known congestion <ul style="list-style-type: none"> Playground used by parents which need to drop and collect children from Reception, 2E, 3E, 3A, Y4, 5R, 5B and Y6 only Parents have been notified that masks must be worn on the playground and that only one adult should bring/collect children Children who enter the school via the playground should wash their hands outside before entering school – parents to remind children Re-arranged furniture, not face to face seating arrangements, Break and lunch times are staggered and supervised to limit the mixing of bubbles 	staggered times and locations and the importance of them sticking to the protocols and new collection points <ul style="list-style-type: none"> Letter to parents- do not use the playground for meeting/congregating with others Letter to parents – how to communicate with school (medical/absences and general communication to teacher) Letter to parents- one family member to bring child to school Good hygiene and hand washing procedures for children and staff Hands to be washed regularly throughout the day 	HT – July 2020 and again in September 2020 DHT - January 2021 School staff – reminders and reinforcement HT March 2021				And ongoing as per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> • Children from Y1 to Y6 operate within 'class bubbles' • Keep to the left system in place around the school to minimise close contact between adults and pupils. • Playground has been marked to promote the use of zones when the bubbles are playing • Outdoor gym equipment is not in use to the children • Social distancing for adults applies to toilets, stairwells, storage rooms, resource rooms and staff rooms etc • Lidded bins in classrooms for catch it, kill it , bin it • Each classroom has a stock of tissues • Each classroom has spray bottle of cleaner which can be used to disinfect tables and handles throughout the day 						

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>when the children have left the room.</p> <ul style="list-style-type: none"> • Cleaning frequently touched surfaces more often than normal, such as door handles. • Children will have their lunches in classrooms in order to reduce mixing of groups • Parents are not permitted in school. Contact will be maintained using phone and email communication • Only one adult to bring/collect children from school • Group LA meetings and Governance meetings will continue to be held virtually in order to ensure that social distancing is not compromised and numbers on site are restricted 						
Possible spread of infection	Adults dropping off and collecting children.	<ul style="list-style-type: none"> • Staff and parents to wear protective 	<ul style="list-style-type: none"> • HT message to staff to inform of new procedures 	DHT- January 2021	3	4	12	January 2021 and ongoing as

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
between adults on site, for both staff, parents and visitors.	Members of staff	<p>facemasks/coverings at the start/end of the day.</p> <ul style="list-style-type: none"> • School staff to apply safe PPE procedures as per training when putting on/taking off masks • Reusable masks to be safely store mask in individual, sealable plastic/cloth bags between uses. • Staff to wear a protective facemask in communal areas, eg corridors. • Staff to maintain social distance between other adults when working within the same classroom. Staff should also maintain stringent handwashing procedures • Staff may wear a clear visor or mask where the mouth can be seen if they are unable to maintain social distance with adults in the classroom 	<ul style="list-style-type: none"> • Newsletter, email and text to remind/inform parents 	HT March 2021				per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Lack of hand and respiratory hygiene practices and/or facilities	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school. All toilets and hand washing stations have liquid/foam soap available. Children who cannot use our soap frequently can be provided with antibacterial handwipes from their parent Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. Use of learning resources to promote and teach pupils the importance of good hygiene practices. Reception area has Perspex screen/barrier. Regular cleaning schedule in place that concentrates on 	<ul style="list-style-type: none"> Daily teaching by teachers to remind pupils of the importance of good hygiene practices. Regular checks made to ensure there is sufficient stock of soap. Regular checks made to ensure there is sufficient ABHR each day. Windows to be opened each morning in classrooms to allow for a free flow of fresh air. Cleaning staff to wear PPE as directed for cleaning Staff to wash own crockery/cutlery straight after use or place in the dishwasher Staff to wipe down shared resources, eg kettle/microwave after using <p>Refer to Government guidance on Health protection in schools and</p>	Classroom based staff-daily Caretaker / Premise Manager HT March 2021	2	4	8	May 2020 And ongoing as per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>common touch areas (e.g. door handles, bannisters, etc)</p> <ul style="list-style-type: none"> Supply of detergent available for adults to clean any areas/equipment they occupy/use before and after each use. Provision of wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters, laptops and phones) Any contaminated waste (used tissues etc) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. 	<p><u>other childcare facilities</u> for further information.</p>					
Getting or spreading the virus by not cleaning surfaces and equipment		<ul style="list-style-type: none"> Children will have their lunches in classrooms in order to keep areas intact in terms of each bubble and reducing the need for cleaning between different bubble use 	<ul style="list-style-type: none"> Staff to be reminded to clean frequently touched areas throughout the day. General mobile PE equipment is allocated for a set amount of 	<p>HT- November 2020</p> <p>DHT reminder and</p>	3	4	12	<p>May 2020</p> <p>And ongoing as per risk assessment</p>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Frequently used equipment such as pencils and pens will not be shared by adults and children Cleaning or quarantining procedures in place for relevant equipment regimes (toys, reading books) Children to have class equipment which they can use outside. This equipment is for use by their bubble only Equipment for PE/physical activity is allocated to class bubbles for use by that bubble only 	time and quarantined before reallocation to another bubble	reinforcement January 2021 HT March 2021				
Inability to maintain social distancing when dealing with accidents	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors	<ul style="list-style-type: none"> Safety of the injured/affected to be prioritised during incidents 2m social distancing is not required when attending to emergency situations People aiding others during an emergency should pay 	<ul style="list-style-type: none"> PPE should be used by First Aiders before treating injury IF it is not detrimental to the health of the injured person in doing so 		3	4	12	May 2020 And ongoing as per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
	Illness – flu like symptoms through to fatality.	particular attention to sanitation immediately after the situation (washing hands).						
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: 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 fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk			3	4	12	May 2020 And ongoing as per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn Child to be placed within an allocated isolation area if necessary						
Children with high SEND/SEMH needs might not understand the rules and could pose a risk to staff working 1:1 in close contact	LSA undertaking close 1:1 work If the member of staff is spat at by a child who has contracted the virus	If in school, children with severe SEMH/SEND needs to have a risk assessment completed by the SENCo, CT and 1:1 support staff Risk assessment to be shared with parents of the child Risk assessment will include support staff working on a 1:1 basis with the named child wearing a clear visor if there is a high risk of spitting	SENCo to monitor all individual child risk assessments	SENCo January 2021 Ongoing basis SENCo March 2021	3	4	12	January 2021 and ongoing as per risk assessment
Maintaining social distance	All staff	<ul style="list-style-type: none"> Members of staff should work within their allocated bubble/bubbles as set out by 	Staff may wear a face shield or see through mask if they are unable to maintain social distance	All staff	3	4	12	May 2020 And ongoing as

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
from adults at work		<p>the HT/DHT, this will reduce contact with large numbers of people and reduce mixing across the school</p> <ul style="list-style-type: none"> • Staff to act responsibly and apply social distancing at all times and stringent handwashing within the work place • Only two members of staff in the school office at any one time. Should you need to speak to a member of the office staff use the phone, Microsoft Teams, or maintain social distance outside of the office • Staffroom reorganised to manage social distancing • Additional staff work/lunch space created in order to reduce the numbers of staff in the staffroom and also minimise the opportunities for 	from another adult whilst in the classroom environment	<p>Site Manager /SBM</p> <p>HT March 2021</p>				per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>staff in different bubbles/areas of the school to mix</p> <ul style="list-style-type: none"> Adults to wear a protective facemask in communal areas and corridors 						
Unable to meet social distancing rules and the virus is transmitted from person to person	Staff who are extremely clinically vulnerable – possible exposure to the virus	<ul style="list-style-type: none"> Staff who are extremely clinically vulnerable and, have received shielding notification from the government, will be permitted to work from home. 		Extremely clinically vulnerable staff	4	4	16	May 2020 And ongoing as per risk assessment
Unable to meet social distancing rules and the virus is transmitted from person to person	Staff on site – possible exposure to the virus	<ul style="list-style-type: none"> No contact with parents before/after school on the doors. Parents advised to phone/text/email office if their child is sick or to report a school absence Meetings eg parents evening conducted via telephone. No parent workshops on site. 	Letter to parents to inform them about how to communicate with school	All staff HT March 2021	3	4	12	September 2020 and November 2020 as part of new national restrictions January 2021 – new

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<ul style="list-style-type: none"> Any parents invited into school for meetings must be prearranged and agreed by the HT/DHT Music tuition not taking place on site Inclusion Support, The School Nursing Team staff may be permitted on site on a case by case basis following school and their own service risk assessment after agreement with HT/DHT Tighter restrictions around interactions between adults on site (eg: clear use staffroom/lunch areas for different groups) Staff to apply strict social distancing and handwashing between all adults who are not based in their classroom/direct work space All adults in school (including visitors) must wear protective 						lockdown direction

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		facemasks/coverings in communal areas and maintain social distance from adults if in classrooms						
Unable to meet social distancing rules and the virus is transmitted from person to person	BAME staff who have underlying health issues	Staff who fall into one of the BAME categories and have vulnerabilities which put them at increased risk, can request a meeting with the Headteacher to consider additional control measures which they feel would be beneficial over and above this risk assessment			3	4	12	May 2020 And ongoing as per risk assessment
Mental health and well-being affected through anxiety about coronavirus	Workforce	<ul style="list-style-type: none"> Regular updates to staff including any new guidance Affected staff involved in identifying concerns and possible solutions Advice shared on where to access support and strategies about mental health and well being. 	<ul style="list-style-type: none"> Commitment to Sandwell Well-being charter mark and implementation of action plan to support well-being for all particularly in light of COVID 19 		3	3	9	May 2020 And ongoing as per risk assessment

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Spreading the virus	Workforce and school community including families	<ul style="list-style-type: none"> Staff and children who fall ill with symptoms during the school day will be asked to leave the premises and ensure a test is taken Staff and children who have symptoms of coronavirus must isolate until the results of a test have been confirmed The SLT will have accurate knowledge of where staff have been located to inform Public Health following any conformed cases of COVID within the school community 	<ul style="list-style-type: none"> Parents to inform school about all reasons for any absence Parents and staff to be provided with 'what if...' guidance in order to be clear about the process for isolation and testing Visitor record form to keep track of who comes in and out of school in order to support track and trace 	HT School community – daily	3	4	12	May 2020 And ongoing as per risk assessment
Spreading the virus	School workforce, community and families	<ul style="list-style-type: none"> Sandwell MBC are encouraging people experiencing a wider range of symptoms to also consider seeking a PCR test. These wider symptoms include headaches, aches and pains, sore throat, runny nose, sneezing, stomach ache and feeling tired for no apparent 		All staff March 2021	3	3	9	March 2021 Information sharing from LA

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
		<p>reason. If a person experiences these wider symptoms (and there is no other obvious cause) then they can choose to have a PCR test if they wish.</p> <ul style="list-style-type: none"> Unlike in the case of the classic three COVID symptoms, seeking a test when you experience the wider range of symptoms is not obligatory. It is your choice. There is also no need to self-isolate (unless of course the PCR test comes back positive). 						
Poor ventilation in rooms could cause the virus to spread	Children and staff must work in well ventilated spaces in order to minimise the risk of the virus transmitting	<ul style="list-style-type: none"> Enough windows should be kept open to encourage air flow whilst being mindful of the temperature within the room for comfortable working Classroom door should be kept open 			3	4	12	November 2020 January 2021

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Risk of transmission of the virus	Staff and children.	<ul style="list-style-type: none"> Teachers should take particular care in music, dance and drama lessons to observe social distancing where possible. PE sessions involving dance or English lessons including drama should be done with ample social distancing measures in place. Keep any background or accompanying music to levels, which do not encourage teachers or other performers to raise their voices unduly. 	<ul style="list-style-type: none"> No singing in classes but allow children an appreciation for music through listen and commenting ie: feedback to develop Use of allocated PE resources for the bubble 		3	4	12	September 2020 and ongoing

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
2 nd June 2020	Elaine Williams	1 st and 2 nd June open to critical workers and vulnerable children only. Control measures in place appear to be working although it is accepted that robust evidence cannot be gathered. We currently have the space and the staff to accommodate Reception children so these will be introduced from 3 rd June 2020. We have 15 requests for Reception only places so these will be introduced in two 'bubbles'

13 th July 2020	Elaine Williams	School will open to all children from 2 nd September 2020. Children will operate in class bubbles for the majority of time.
11 th August 2020	Elaine Williams	Additional control measures to support track and trace and reducing the possible spread of the virus in response to the changing local picture within Sandwell
5 th November 2020	Nyoka Lawrence-Beckles and Elaine Williams	Additional control measures to support second lockdown in England to reduce the spread of the virus and prevent bubble closure. Main changes: use of face coverings/masks by adults (parents and staff) at the start and end of the school day on the playground and at classroom doors, clinician letters re CEV staff and further tightening of school procedures.
5 th January 2021	Michelle Williams and Mandy Jones	5 th January 2021 school open to critical workers and vulnerable children only. Additional control measures to support third lockdown in England to reduce the spread of the virus and prevent bubble closure. Main changes: use of face coverings/masks by adults in communal areas and use of clear visors within the classrooms. Children to be dropped off and collected at the external doors of the school on Willett Road, at the start and end of the school day. Parents must wear a mask when dropping off and collecting children. Clinician letters re CEV staff and further tightening of school procedures.
1 st March 2021	Elaine Williams	8 th March 2021 school opens again to all children following a period of limited opening as a result of national restrictions. Main changes: use of face coverings, visitors and adults on site, used of shared equipment in bubbles.