**Coronavirus (COVID-19): Risk assessment for reopening after a temporary closure**

**Evergreen Primary school**

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| Assessment conducted by: Rena Begum | Job title: HT | Covered by this assessment: **staff, pupils, parents, visitors** and **volunteers**. |
| Date of assessment: | Review interval: as required | Date of next review: |

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| **Related documents** |
| Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy. |

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| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

**Please note that the government has not yet released any guidance regarding reopening arrangements for schools. Schools need to ensure that this template reflects all current local and national guidance. We understand that reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles effectively where there is limited PPE available. This resource will be kept up-to-date with new guidance and any changes to current advice.**

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline | Risk rating following action  H/M/L |
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| Policies and procedures | **H** | * All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:   + **Health and Safety Policy**   + **Infection Control Policy**   + **First Aid Policy** * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. * The school keeps up-to-date with advice issued by, but not limited to, the following:   + DfE   + NHS   + Department of Health and Social Care   + PHE   + The school’s local health protection team (HPT) * All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via **email**. * All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via **letter**. * The **SBM** conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. | **Y** | **Headteacher** |  | **M** |
| Premises | **H** | * The **site manager** checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. * The **site manager** identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. * A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. * Roof and loft inspections are not carried out by untrained personnel. * A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. * The **site manager** checks all areas of the school grounds, including walkways, for any potential hazards. * The **site manager** checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. * The **site manager** checks all security systems for integrity and that they are in working order. * The **SBM** **(school business manager)**makes insurers aware of the building’s state of use. * The **headteacher** ensures that the insurer’s risk mitigation requirements are enacted and observed. * All keyholder information is updated in accordance with the insurer’s instructions, where required. * The **site manager** checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. * External signage is visible to show that access to the school premises is restricted. * Any hazards found during checks on the premises are reported to the **headteacher** as soon as possible and issues are resolved prior to school reopening to more pupils. * The **headteacher** ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. * The **headteacher** identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. * Areas of the premises which remain closed are adequately secured and clearly identifiable. * The **site manager** arranges for any changes to the premises to be made to account for social distancing measures. |  |  |  |  |
| Gas supply, systems and equipment |  | * A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. * Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. * A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. * A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. * The **site manager** checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. |  |  |  |  |
| Electrical supply, systems and equipment |  | * A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. * Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. * The relevant staff check that all phone and broadband connectivity is in working order. * A suitably trained technician checks that the main and emergency lights are in working order. * The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. * The **site manager** ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. |  |  |  |  |
| Heating and ventilation |  | * The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. * Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. * The **site manager** checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. |  |  |  |  |
| Fire safety and evacuation routes |  | * A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. * The **fire safety officer** and **headteacher** ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. * The **headteacher** identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. |  |  |  |  |
| Water storage, drainage systems and sanitary appliances |  | * A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. * All water systems are thoroughly flushed, e.g. toilets and taps, and the **site manager** commissions a water treatment specialist to chlorinate water systems where required. * All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. * A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use. * A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. * Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. |  |  |  |  |
| Lifts, automatic doors and plant equipment |  | * The **site manager** checks that lifts, stairlifts and automatic doors are in working order. * The **site manager** ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. * A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the **site manager** ensures any required inspections take place as soon as possible. |  |  |  |  |
| Cleaning |  | * The **SBM** arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought Quality office ( Terry) * Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. * The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the **COSHH Policy**. * All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. * All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. * Adequate amounts of suitable cleaning agents are available. * Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. |  |  |  |  |
| Infection control and social distancing |  | **[We understand that reopening schools to more pupils will be very challenging, especially in terms of implementing social distancing and ensuring staff members can conduct their roles effectively where there is limited PPE available. This resource will be kept updated in line with any new guidance or changes to current advice.]**   * Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s [guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). * Where necessary, school transport is restricted to essential use only. * Where practicable, infection control and social distancing measures are put in place on school transport. * Visual aids are in used to display social distancing measures, e.g. floor tape to mark two-metre spacing. * Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. * Adequate amounts of soap, tissues and bins are available in the relevant areas. * Any phased reopening plans are in line with the relevant local and national advice. * The **headteacher** identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered breaktimes. * Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios. * Where required, the **headteacher** works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times. * The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. * Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the **headteacher** assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. * Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the **Infection Control Policy**, and are sent home as soon as possible. |  |  |  |  |
| Community wellbeing |  | * Pupil and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have. * Staff and volunteer surveys are sent out to assess how they feel about the school reopening and enable the SLT to act on any concerns staff and volunteers may have. * The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. * Staff and volunteers notify the **headteacher** and their line managerif they need to be shielded because they:   + Have an impaired immune system.   + Have a medical condition that means they are more vulnerable to infections or becoming seriously ill due to coronavirus.   + Are aged 70 or over.   + Are pregnant. * Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. * The **SLT** considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. * If required, staff can adjust their working hours, as agreed by the **SLT**. * The **headteacher** ensures that the school can be adequately and safely staffed when it reopens. * Where practicable, the **headteacher** liaises with the LA about putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload. * The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. * The **headteacher** and the **SENCO** identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. * The **headteacher** and **DSL** ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. |  |  |  |  |
| Access to learning |  | * The **headteacher** works with the **ICT technicians** to ensure enough ICT devices, e.g. computers and laptops, are available to all pupils when the school reopens, where required. * The **headteacher** liaises with the relevant personnel to ensure adequate provision is in place for all pupils to be able to work effectively in school, e.g. learning support. * The **headteacher** and curriculum leaders work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. * The **headteacher** and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. |  |  |  |  |
| Safeguarding |  | * The **DSL** liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. * The **DSL** ensures that adequate pastoral care is in place to support pupils and staff who require it. * The **DSL** ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. * Staff and pupil bereavement is managed in line with the **Bereavement Policy**. |  |  |  |  |
| Communication |  | * The **headteacher** contacts the local HPT for specific recommendations for their school, e.g. boarding schools. * The **headteacher** puts into place any actions or precautions advised by the local HPT. * The **headteacher** liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. * The school’s website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. * Parents are informed via **letter** about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. * Staff and volunteers are informed via **email** about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. * Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. * All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. * The **headteacher** liaises with the **governing board** about possible arrangements for reopening the school, where necessary. * Pupils are informed via **letter** about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. * The **SBM** communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. * The **headteacher** informs staff, volunteers and the **governing board** about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. |  |  |  |  |