

Reference		Activity Description	Full Reopening in September 2020									
Assessment Date	14/07/2020	Publish To Portal										
Assessor Name	Coral Wasylenczuk	Activity Description										
Assessment Team Members		Review Date										
Risk Profile												
Org Unit	London Borough of Hackney											
Location	Schools	Number of people at risk?										
Risk Assessment Category	Activity risk assessment - Full re-opening - Draft	People at risk	Staff, pupils, visitors, contractors									
Date Record Created	14/7/2020											
Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations	Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No			L	S	RRL
Provision of risk assessment https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Existing Covid risk control arrangements with schools Schools subject to programme of audit of risk control arrangements by CHSW Team 	5	5	Critical Risk		N	<ul style="list-style-type: none"> School to revisit and update their risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Prevention:</p> <ol style="list-style-type: none"> minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	New risk assessment completed covering all point. Plan for reopening school sent out to staff for consultation this plan includes arrangements for health & safety and all aspects of COVID-19. Information leaflet given to visitors. Individual risk assessments completed for all staff and appropriate measures taken.	2 Unlikely	3 Moderate	6 Medium
Staff availability Extremely Clinically Vulnerable	Extremely high vulnerability groups Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 PHE Guidance	<ul style="list-style-type: none"> Staff identified as Extremely Vulnerable - Shielding at Home Current shielding guidance Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. Vulnerability risk assessments to be completed for all staff 	3	5	High Risk		N	<ul style="list-style-type: none"> Vulnerability risk assessments to be completed for all School staff Identification of minimal permissible staffing levels to support opening of the school Full use is made of those staff who are self-isolating or shielding but who are well enough to be assigned duties to minimise contact 	Staff list completed to identify vulnerable and BAME staff. Individual risk assessments completed for all staff. The risk assessments take account of reasonable adjustments and individual health concerns as well as evidence that BAME people are disproportionately affected by COVID-19. Appropriate deployment arrangements will be made on a precautionary basis.	2 Unlikely	3 Moderate	6 Medium

Staff availability Clinically vulnerable	Very High and High vulnerability groups BAME	<ul style="list-style-type: none"> • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Provision of education and information resources • Staff communications • Full use is made of testing to inform staff deployment • Identification of minimal permissible staffing levels to support extended opening of the school • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned • Prioritisation of vulnerable groups* for self-isolation and working from home planning 	3	4	Medium Risk	N	<ul style="list-style-type: none"> • Vulnerability risk assessments to be completed for all School staff 	Staff list completed to identify vulnerable and BAME staff. Individual risk assessments completed for all staff. The risk assessments take account of reasonable adjustments and individual health concerns as well as evidence that BAME people are disproportionately affected by COVID-19. Appropriate deployment arrangements will be made on a precautionary basis.	2 Unlikely	3 Moderate	6 Medium
Social distancing within school Circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Provision of education and information resources • Coronavirus (COVID-19): implementing social distancing in • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible • Remove items which reduce the width of corridors • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified and managed accordingly • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are 	2	3	Medium Risk	N	<ul style="list-style-type: none"> • Reduce the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. - Avoid large gatherings such as assemblies or collective worship with more than one group - When timetabling, groups should be kept apart and movement around the school site kept to a minimum - Avoid creating busy corridors, entrances and exits - Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). - Plan how shared staff spaces are set up and used to help staff to distance from each other - Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	Plans conducted and sent out to staff. School is introducing one way systems where appropriate. Corridors are clear. Signage is being put around the school to mark out routes. Alternative entrances and exits being used to avoid pinch points and bottle necks. Classes have been separated into self inclusive groups of no more than 30 who will occupy one room and one playground (in year groups) to minimise movement around the school. Powerpoint presentation prepared for children and sent to parents, these will be shown daily. All groups will be staffed by sufficient numbers of staff to ensure appropriate supervision. Trips to the toilet will be encouraged and monitored during breaks. Staffrooms and office layouts have been reviewed and appropriate configurations have been put in place. Staff have been briefed on the use of these rooms. A staff INSET will enable staff to be briefed fully prior to reopening, which includes procedures regarding	2 Unlikely	3 Moderate	6 Medium

Social distancing within school Classrooms	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with 	3	3	Medium Risk	N	<ul style="list-style-type: none"> staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible Ideally, adults should maintain 2 metre distance from each other, and from children avoid close face to face contact and minimise time spent within 1 metre of anyone children old enough should also be supported to maintain distance and not touch staff and their peers where possible When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in the smaller, class-sized groups make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of 	Review carried out, rooms measured and decision made that classrooms should not take more than 30 pupils. Timetables have been set to ensure required support levels. Classrooms have been re organised to allow for social distancing and unused furniture/equipment stored so they cannot be used. Signage in classrooms promoting social distancing. There is also a powerpoint presentation that will be played to children every morning reminding them of all aspects of h & s around COVID-19. Classes will stay together and not mix with other classes outside their year group. Staff have received briefing on infection control. Fire safety and evacuation procedures will be explained to staff as part of the INSET and will follow drills as part of the schools fire evacuation procedures. A code of conduct has been drawn up advising staff, parents and children of the expectations regarding safe behaviours. An addendum to the schools safeguarding	2 Unlikely	3 Moderate	6 Medium
Social distancing within school Break/lunch times	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> Break/lunch times are staggered The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. 	3	3	Medium Risk	N	<ul style="list-style-type: none"> Schools should consider staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups 	Break/lunchtimes are to be staggered throughout the day. Alternative entrances and exits being used, so that different groups do not use the same ones. Staff being briefed on which entrances to use. Signage is in place. We have planned for members of staff to be present at the beginning and the end of the day to prevent groups of people congregating. Parent/carers have been advised of this and there is a limit of one adult per family group. Floor markings have been put down. Attendance patterns have been arranged so as to provide maximum safety. Fire safety and evacuation procedures will be explained to staff as part of the INSET and will follow drills as part of the schools fire evacuation procedures. A code of conduct has been drawn up advising staff, parents and children of the expectations regarding safe behaviours. An addendum to the schools safeguarding policy is kept under review. Risk management processes will be	2 Unlikely	3 Moderate	6 Medium

Social distancing during peak times, ie start and finish of day	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> ● <u>Provision of education and information resources</u> - https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings ● Start and departure times are staggered ● The number of entrances and exits to be used is maximised ● Different entrances/exits are used for different groups. ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Floor markings are visible where it is necessary to manage any queuing. ● Attendance patterns have been optimised to ensure maximum safety. 	2	3	Medium Risk	N	<ul style="list-style-type: none"> - <u>consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</u> - <u>A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour</u> - <u>Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</u> - <u>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them</u> - <u>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case</u> 	Staggered start and departure times have been set 8.45 and 9.00am and 3.00 and 3.15pm. We are reopening unused gates to maximise the amount of entrances and exits. Staff being briefed on which entrances to use. Signage is in place. We have planned for members of staff to be present at the beginning and the end of the day to prevent groups of people congregating, Parent/carers have been advised of this and there is a limit of one adult per family group. Floor markings have been put out. Year 6 parents advised to drop and collect children to minimise children congregating once they have left the school site. Parents have been advised that face coverings should be removed from their children before they come into school. A powerpoint presentation is shown to all children at the beginning of the day regarding COVID-19.	2 Unlikely	3 Moderate	6 Medium
First aid provision	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> ● <u>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</u> ● <u>Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times</u> ● <u>Provision of fluid resistant, surgical face mask, where 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 and social distance of 2 metres cannot be maintained</u> ● <u>Gloves should be provided as part of the basic first aid kit</u> ● <u>St John Ambulance advice for First Aiders</u> https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/?utm_source=Communiicator&utm_medium=email&utm_campaign 	2	3	Medium Risk	N		Timetables have been set with this provision (Paediatric) where practicable. If not possible a separate risk assessment would be done. Staff have access to PPE at all times i.e. face shield, face mask, disposable gloves and aprons. All first certificated first aiders are St.John Ambulance trained. Guidance on use of PPE sent out to staff, posters put around school. Member of staff who is St.John Ambulance volunteer is on site.	2 Unlikely	3 Moderate	6 Medium

Attendance and engagement with the NHS Test and Trace process	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Communication with staff, parents and pupils • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 	2	3	Medium Risk	N	<ul style="list-style-type: none"> • <u>Identification of minimal permissible staffing levels to support full reopening of the school</u> - <u>Consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors</u> - <u>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</u> - <u>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</u> - <u>book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if</u> 	Timetables set to ensure appropriate supervision. Individual risk assessments to be completed for all staff and SEND pupils and appropriate measures taken. Parents/Carers, staff and visitors advised to not attend if showing COVID-19 symptoms or been in contact with someone with symptoms in the last 14 days and book a test. Visitor information sheet available. Entrysign log in system records visitors to site with contact telephone numbers. The school has received action cards and guidance from the DfE and action cards from PHE with information on the government's tier system which has been distributed to staff, there was also a presentation on the first day of term.	2 Unlikely	3 Moderate	6 Medium
Preparation and serving of Food	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Provision of education and information resources Coronavirus (COVID-19): guidance for schools and other educational settings • cleaning in non healthcare settings • Staff communications • Break/lunch times are staggered • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	2	3			<ul style="list-style-type: none"> • <u>School kitchens can continue to operate, but must comply with https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</u> 	Separate risk assessment carried out by Catering Manager, drawn up by HEP. Will be monitored regularly. Break/lunchtimes are to be staggered throughout the day. Alternative entrances and exits being used, so that different groups do not use the same ones at the same time. Staff and pupils being briefed on which entrances to use. Signage and floor marking is in place. Seating is being reorganised to ensure social distancing. Menu has been adapted to reduce time in dining hall. Main hall is being used for packed lunches.	2 Unlikely	3 Moderate	6 Medium

Hygiene Control & Cleaning	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Communications and signage in place • Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. Share with parents, pupils and staff that fresh clothing should be worn daily. <p>Pupils to use same desk if returning next day Teacher (and/or teaching assistant) are assigned to the same pupils throughout the day (and on subsequent days)</p> <ul style="list-style-type: none"> • Enhanced cleaning regime in place, particularly for frequently touched surfaces cleaning in non healthcare settings <p>Pupils use only their own resources and do not share</p> <ul style="list-style-type: none"> • DfE Guidance implementing protective measures in education and childcare settings • Regular hand washing for staff and pupils for at least 20 seconds 	2	3			<p>- whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p> <p>- supervision of hand sanitiser use given risks around ingestion.</p> <p>- Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>- putting in place a cleaning schedule that ensures cleaning is generally enhanced including more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal</p> <p>- different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned</p>	<p>The school has undergone a thorough clean during the lockdown and supplemented during the summer break. We have implemented enhanced cleaning regime during the morning clean and additional cleaning of frequently touched surfaces throughout the day. Pupils are being issued with their own resources in a named wallet so that they don't share. A regime is in place for regular handwashing and has been communicated in the plan sent to staff. All groups and staff have access to soap and water (including classrooms) and also have additional sanitising stations including tissues. A powerpoint presentation will be shown to pupils every morning which includes handwashing. Bins all have lids. Water pressure and temperature has been checked throughout the school. Site Manager checks and replenishes supplies throughout the day. Bins are emptied twice a day. Will consider risk assessments. Individual risk assessments will</p>	2 Unlikely	3 Moderate	6 Medium
School premises	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <ul style="list-style-type: none"> • Assessment of air conditioning systems • Programme of pre-reopening checks on any school premises that have been completely closed <ul style="list-style-type: none"> - Water systems - Fire safety systems 	2	3	FALSE		<p><u>Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites</u></p> <p><u>Prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe</u></p> <p><u>Once the school is in operation, it is important to ensure good ventilation</u></p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>No air conditioning systems. School building has remained open throughout the lockdown for cleaning. All maintenance schedules have continued. A fire drill was carried out on 29th June. Another will be carried out at the beginning of the Autumn term.</p>	2 Unlikely	3 Moderate	6 Medium

Transport	Employees Pupils	- Existing risk assessments					<p>Consider:</p> <ul style="list-style-type: none"> - how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school - use of hand sanitiser upon boarding and/or disembarking - additional cleaning of vehicles - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>We have asked staff and pupils who must use public transport to consider how they can do this in a safe way. Individual risk assessments have been done to assist in this. We are waiting on risk assessments for pupils who use Hackney Transport Services. We will have staggered start and finish times. The school has a car park on site. Staff meetings to be held virtually if possible.</p>	2 Unlikely	3 Moderate	6 Medium
Use of equipment	Employees Pupils	Existing risk assessments					<ul style="list-style-type: none"> - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared - Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor playground equipment should be more frequently cleaned - pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. - Pupils and teachers can take books and other shared resources home, 	<p>Sanitizing/cleaning supplies have been put in every class. Packs have been made up for children, so that they have a supply of frequently used equipment each. Classroom based resources such as books and games should not leave the class and will be cleaned regularly. If any equipment is shared between classes it will be meticulously cleaned or left out of use for 72 hours. If children take any equipment or books home the same rules apply. Parents have been advised on what children are allowed to bring in each day. The children's belongings will stay with them and not mix with others.</p>	2 Unlikely	3 Moderate	6 Medium

Educational Visits	Employees Pupils Members of the Public		<p>Existing risk assessments</p> <p>As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.</p> <p>Schools can resume non-overnight domestic educational visits</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p>					<p>- Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</p> <p>- Make use of outdoor spaces in the local area</p>	No educational trips booked for autumn term. School has a full risk assessment procedure in place for all trips.	2 Unlikely	3 Moderate	6 medium
Physical Activity			Existing risk assessments					<p>- Pupils should be kept in consistent groups.</p> <p>- <u>sports equipment thoroughly cleaned between each use by different individual groups.</u></p> <p>- <u>contact sports avoided.</u></p> <p>- <u>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</u></p> <p>- https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>- Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so</p>	There are existing risk assessments for physical activity which will be supplemented as and when activities resume.	2 Unlikely	3 Moderate	6 Medium

Assessment Conclusion

Signatures