

Review and tailor the contents of this generic risk assessment to meet your school's individual circumstance. Actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. You may also want to add specific actions relating to your school in this column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

RISK ASSESSMENT FOR: Re-opening schools to all pupils from September 2020		
Establishment: Victoria Dock Primary School	Assessment by: A Saunders	Date: 9/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Minimise contact between individuals and maintain social distancing wherever possible.	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact</p> <p>The risk of spreading the virus more widely if larger groups of pupils come into contact with each other.</p>	<ul style="list-style-type: none"> • Pupils organised into class bubbles of around 30 pupils in primaries and year groups in secondaries. Once groups are defined, pupils should remain in these groups to minimise contact and mixing • Staggered start and end times for the day for each bubble. Timetabled staggered breaks / outdoor play • Playground markings, supervision and education of pupils in place to reinforce social distancing during breaks • Increased proportion of lessons taught outside • Markings for sitting on carpet or avoid carpet time • Revised arrangements in EYFS to reduce free-flow and to maintain pupil groupings / ratios • No assemblies, performances, productions etc... • School meals delivered to classrooms or served in Covid Compliant dining hall in staggered lunchtimes to ensure bubbles 	<ul style="list-style-type: none"> • Desks positioned so that pupils are all facing forwards where possible. 	Teachers	Before 7/9/20	

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		<p>remain separated.</p> <ul style="list-style-type: none"> • Markings / signage in place in corridors to control movement 				
Maintaining social distancing with staff	<p>Staff, pupils</p> <p>Exposure to virus through coughing, sneezing, physical contact, shared equipment or resources</p>	<ul style="list-style-type: none"> • Staff can operate across different classes and year groups to facilitate the timetable but should try and keep their distance from pupils and other staff as much as possible (2 metres) • Staff working with older children should teach from the front of the class as much as possible, ideally at a distance of 2 metres from pupils. • All staff should minimise time spent within 1 metre of anyone and avoid close face to face contact • Virtual meetings rather than face to face held where possible, even if staff are on site. Where this is not possible, social distancing observed in meetings • Staggered use of PPA rooms / staffrooms etc... • Cleaning materials to disinfect shared computers / telephones / photocopiers etc... in place • 	<ul style="list-style-type: none"> • All office space / PPA rooms / staffrooms etc... are set up for social distancing • No use of shared mugs, glasses, cutlery etc... 	<p>AS/CJ/DS All staff</p>	<p>Before 7/9/20</p>	
Maintaining social distancing with parents / visitors	<p>Staff, pupils, visitors, parents</p> <p>Exposure to virus through coughing, sneezing, physical</p>	<ul style="list-style-type: none"> • Staggered start and end times for school day where possible • Only one parent/carer to bring pupils to school where possible • Markings and signage on school drives / entrances to school buildings to encourage 				

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	<p>contact</p> <p>The risk of spreading the virus is greater if social distancing of 2m is not maintained</p>	<p>maintenance of social distancing</p> <ul style="list-style-type: none"> • 'One in, one out' arrangement in place for visitors to school reception area with 2m spaced queue outside • Hand sanitizer available at school reception entrance for all visitors • Visitors to school kept to a minimum • Arrangements in place for telephone, email or virtual meetings with parents rather than face to face where possible 				
<p>Contamination of equipment or resources</p>	<p>Staff, pupils</p> <p>Exposure to virus through contaminated equipment or resources</p>	<ul style="list-style-type: none"> • All soft furnishings which can't be disinfected are removed from classrooms / shared areas • All children provided with labelled, personalised set of basic equipment to avoid sharing. • All shared equipment removed from desks • Classroom based resources eg: books and games, can be used and shared between pupils in the same bubble. These are cleaned regularly. • Resources shared between bubbles eg: sports, art, science equipment, are cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for 48 hours (72 for plastic) • Stocks of disinfectant and cleaning products monitored weekly to maintain appropriate levels • Reading books and resources can be sent home. All are wiped clean before reallocating. • Additional hours for cleaning staff, including provision for cleaning during the school day 	<ul style="list-style-type: none"> • Reading books stored in classrooms not shared areas to reduced number of different pupils accessing them. 	<p>All staff</p>	<p>Before 7/9/20</p>	

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<p>Spread of virus due to hygiene issues</p>	<p>Staff, pupils</p> <p>Risk of spreading virus due to lack of handwashing</p> <p>Risk of spreading virus through contamination of surfaces</p>	<ul style="list-style-type: none"> • All pupils / staff wash hands for 20 seconds regularly on arrival to school, before and after eating, after sneezing or coughing and at regular times throughout the day • Staggered number of pupils / staff using toilets / handwashing facilities to maintain social distancing • Regular inspections of handwashing / toilet facilities throughout day to ensure appropriate levels of soap / paper towels etc... • Stocks of handwashing equipment monitored weekly to maintain appropriate levels • Additional hand sanitizer available in all classrooms. Ensure supervision of hand sanitizer use to avoid ingestion. • Small children and pupils with complex needs should continue to be helped to clean hands properly. Skin friendly cleaning wipes can be used as an alternative. • Alert premises staff of any risks that emerge during the day in toilets • Increased cleaning throughout school day and at end – paying particular attention to door handles, banisters, light switches, sinks, toilets, toys, books, desks, chairs • Tissues readily available – pupils trained to ‘catch it, bin it, kill it’. Bins emptied daily. • ‘Deep clean’ for rooms that have been used at end of each day. • All rooms well ventilated with windows / doors opened (fire regulations permitting) • All staff in school to wear face masks when out 				

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		<p>of their classroom bubble and in communal areas.</p> <ul style="list-style-type: none"> • Parents and visitors to wear masks when on school grounds. 				
Lack of staff to teach / supervise pupils due to high staff absence	<p>Pupils</p> <p>Lack of supervision</p> <p>Risk of spreading virus if strict pupil grouping is not adhered to</p>	<ul style="list-style-type: none"> • All staff inform line manager by 7am if they will be unable to attend work due to illness, self isolating etc... • Pre-arranged plan to provide cover staff where possible • Supply teachers / temporary staff can be used. Ensure minimal contact and maintain distance from other staff. • No splitting of a group between other classes to enable cover • Inform parents to keep pupils in the affected group at home if needed • Staff access testing promptly to identify accurately when they can return to work 				
Pupils / staff becoming ill with symptoms whilst on site	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> • Clear information provided to staff and pupils regarding symptoms to be aware of – procedure in place to report these promptly to SLT • Designated room to isolate pupils with symptoms set up (well ventilated and thoroughly cleaned after use) • PPE provided for staff members supervising pupils with symptoms. (Fluid-resistant surgical 	<ul style="list-style-type: none"> • All staff and parents informed that the school expects engagement with the NHS Test and Trace Process, including booking a test if they display symptoms and self isolating if required (see below) 	AS	Before 7/9/20	

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		<p>mask)</p> <ul style="list-style-type: none"> Everyone who has been in contact with the person who has shown symptoms must wash their hands thoroughly for 20 seconds. Parents are contacted promptly to collect pupils with symptoms. Pupils with symptoms must be sent home. Staff with symptoms sent home Staff / pupils should access testing promptly and inform school of results if positive. Where the child, young person or staff member tests positive they must self isolate for 107 days. Other members of their household (including siblings) should self isolate for 14 days. Additional training provided on the use of PPE 				
Minimise contact with individuals who are unwell, have symptoms or live with someone with symptoms.	<p>Pupils / Staff / Families</p> <p>High risk of infection if exposed</p>	<ul style="list-style-type: none"> Staff, pupils or visitors must not come into school if they have symptoms of COVID-19 or have tested positive in the last 107 DAYS. Anyone displaying symptoms at home advised to self-isolate for 107-days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. Anyone living with someone who displays symptoms advised to self-isolate for 14 days. Staff to access testing to determine if they can return sooner. Parents advised to access testing for pupils. 				
Manage confirmed cases	Staff, pupils, families	<ul style="list-style-type: none"> Maintain records of staff and pupils in each bubble. 				

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of COVID-19 in school community	High risk of transmitting and spreading virus	<ul style="list-style-type: none"> • Take swift action if made aware that someone in school community has tested positive for COVID-19 • Contact local health protection team • Identify all members of school community who have been in close contact with the person who has tested positive (close contact = face to face within 1 metre / being coughed on, proximity contact 1-2 metres for more than 15 minutes / travelled in small vehicle eg: car. with infected person) • If advised by health protection team, send home all members of school who have been in close contact and advise to self isolate for 14 days • Act on advice from local health protection team if 2 or more cases are confirmed within 14 days and implement additional actions if advised. • 				
Exposure to virus when managing intimate care needs / first aid of pupils	Staff Risk of infection due to exposure to bodily fluids or physical contact	<ul style="list-style-type: none"> • Identified room(s) for managing intimate care / first aid • PPE provided for staff when managing intimate care / first aid needs. (Fluid resistant surgical mask, disposable gloves, disposable apron). If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn). • Daily checks of room and equipment in place to maintain hygiene and supply of PPE • Waste and used PPE is disposed of daily • Additional training provided on the use of PPE 				
Supporting pupils	Staff / pupils	<ul style="list-style-type: none"> • Potential pupils identified in school and 				

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with SEND or behaviour issues (eg: spitting, restraining etc...)	Risk of infection due to exposure to bodily fluids or physical contact	<p>personalised risk assessment / handling plan in place, including provision of PPE for staff if appropriate.</p> <ul style="list-style-type: none"> • Provide specific information (eg: social stories) for pupils with SEND to support their understanding of new routines on their return to school. • Specialists, therapists, clinicians and other support staff for pupils with SEND can be used. Maintain a record of all visitors into school and ensure social distancing. • Individual risk assessments in place for any pupils educated in more than one setting (eg: behaviour support) to minimise risks. 				
High risk staff / pupils	<p>Clinically extremely vulnerable staff / pupils with pre-existing medical conditions.</p> <p>Clinically vulnerable staff / pupils</p> <p>Higher risk of complications from the virus</p>	<ul style="list-style-type: none"> • Identify staff / pupils who are clinically extremely vulnerable / clinically vulnerable • Individual risk assessments completed for pupils who remain under the care of a specialist health professional in consultation with that professional • Individual concerns discussed for those members of the school community who may feel additionally vulnerable to review measures that are in place (eg: those who were previously shielding or living with someone who is vulnerable, those from Black, Asian and Minority Ethnic backgrounds or those with certain conditions. 	<ul style="list-style-type: none"> • Individual risk assessments completed for vulnerable staff to ensure strict compliant with social distancing and to minimise risk. 	AS/DS	Before 7/9/20	
Lifts	<p>Staff / pupils</p> <p>Risk of exposure in confined spaces</p>	<ul style="list-style-type: none"> • Only one person uses a lift at a time • Ensure regular cleaning including controls / buttons 				

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Deliveries	Staff Risk of exposure to virus through deliveries	<ul style="list-style-type: none"> All deliveries to specified location Floor markings in place to ensure social distancing with delivery drivers Packages wiped down or gloves worn when unpacking deliveries 				
Transport to school	Pupils Risk of exposure for pupils travelling on mini buses / school buses / public transport	<ul style="list-style-type: none"> Parents / pupils encouraged to walk or cycle if possible <p>Dedicated school transport:</p> <ul style="list-style-type: none"> Where possible, group pupils on transport to reflect the bubbles in school Encourage hand sanitizer and distancing where possible. Ensure social distancing arrangement for bus queues Encourage face masks for over 11s if pupils are likely to come into contact with pupils from other bubbles Transport plan written in consultation with LA and transport providers to minimise risks <p>Wider public transport:</p> <ul style="list-style-type: none"> Transport plan written in consultation with LA and transport providers to minimise risks 				
Educational Visits	Staff / Pupils Wider risk of exposure to virus	<ul style="list-style-type: none"> Overnight and overseas educational visits will not take place Non overnight educational visits can go ahead but a full risk assessment is completed, including a consideration of COVID-19 protective measures during transport and at the destination. All risk assessments must be 				

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		approved by Head of School before booking.				
Sport, PE and extra-curricular provision	Staff / Pupils Wider risk of exposure to virus	<ul style="list-style-type: none"> Individual risk assessments completed for all extra curricular clubs to include a consideration of COVID-19 protective measures Maintain existing bubbles where possible. If not, small consistent groups are used. Maintain social distancing arrangements for collection from after school activities. Ensure equipment is thoroughly cleaned or stored for 48 hours between use by other groups. Outdoor sports and games are prioritised. Indoor activities ensure maximum space between pupils. Contact sports are not permitted. 	<ul style="list-style-type: none"> Individual risk assessments completed for all extra curricular clubs to include a consideration of COVID-19 protective measures 		When clubs commence	
Mental health and wellbeing	Staff / Pupils / Families Impact on emotional health and wellbeing. Anxiety, depression. Absence.	<ul style="list-style-type: none"> Curriculum to include resources to support mental health and wellbeing of pupils with access to support from ELSAs Information sent to parents with sources of support for mental health and wellbeing Ongoing support for staff from Educational Psychologist / counselling services 	Ongoing support for staff from Educational Psychologist / counselling services	AS/AM/CJ	Ongoing	
Emergency evacuation	Staff / Pupils Increased risk of exposure during emergency evacuations	<ul style="list-style-type: none"> Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements. 	<ul style="list-style-type: none"> Revised emergency evacuation plans in place for each setting, including assembly points with social distancing arrangements. 	AS/DS	By September 2020	

Risk assessment to be regularly reviewed throughout this during this situation or if additional year groups return