

# The Chiltern School Risk Assessment Form



<b>Risk Assessment for;</b> Whole school re opening		<b>What are you Risk Assessing?</b> Staff, pupils, parents, visitors and volunteers returning to school from 9:09:2020 During Covid 19 Pandemic				<b>Triggers/ Comments?</b> This risk assessment has been created in line with the current government guidance and will be kept up to date with new guidance and any changes to current advise. Staff will be informed and as and when any changes occur.							
<b>RA Ref; Covid 001v3</b>	<b>Site; Kingsland/ Beech</b>	<b>Assessment by; Stuart Leonard</b>				<b>Date; 03.09.20</b>		<b>Lead RA Sign; Stuart Leonard</b>					
What are the hazard's?	Who might be harmed and how?	What are you doing already?	L	C	R	Is Risk Acceptable	What further action is necessary?	L	C	R	Action by whom?	Action by when?	Date completed
Policies and procedures	Staff and or pupils could be at risk of illness and or injury from not following policies or procedures during the phased re opening of school	<ul style="list-style-type: none"> <li>All staff have access to all relevant policies and procedures including but not limited to, the following Reporting of Injuries and Dangerous Occurrences Regulation (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) 2017 "Health protection in schools and other child care facilities" DFE and PHE (2020) "COVID 19: guidance for educational settings"</li> </ul>	3	4	12	Yes	Monitor						

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Policies and procedures (cont)	Staff and or pupils could be at risk of illness and or injury from not following policies or procedures during the phased re opening of school	<ul style="list-style-type: none"> <li>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 CBC Schools Health and Safety Team.</li> <li>All staff are expected to wash hands when entering a exiting a protected zone.</li> <li>All staff have completed a COVID19 awareness training via Smart Log.</li> <li>All staff have confirmed Via a mandatory document that they have read the schools guidance to full opening.</li> <li>The schools Health and Safety Manager conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school re opening to all pupils.</li> <li>The SLT reviews relevant school policies to ensure they account for new provisions, e.g. protected zones.</li> </ul>	3	4	12	Yes	Monitor						

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Premises	Staff and or pupils could be at risk of illness and or injury from poorly maintained site and or premises	<ul style="list-style-type: none"> <li>• Site agents check all exterior windows, doors, locks and other access points to ascertain security and integrity, including any signs of water ingress, unauthorized access, arson, vandalism or anti-social behavior on the premises.</li> <li>• Site agents check all areas of the school grounds including car parks and walkways, for potential hazards, including trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>• Regular maintenance including but not limited to flushing and fire alarm tests have been carried out whilst the school has been partially closed.</li> <li>• The headteacher, in conjunction with the governing board, ensures the school is safe to re open.</li> </ul>	2	4	8	Yes	Monitor						

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Premises (cont)	Staff and or pupils could be at risk of illness and or injury from poorly maintained site and or premises	<ul style="list-style-type: none"> <li>The head teacher alongside SLT identifies which areas of the school may be used for activity (protected zones) and communicates this to staff, pupils and volunteers accordingly.</li> <li>Areas of the premises which remain closed are adequately secured and clearly identifiable</li> <li>The school will operate in 8 protected zones, social distancing measures will be adhered to where possible.</li> <li>The headteacher has limited access to the school for any non-essential visitors</li> </ul>	2	4	8	Yes	Monitor						
Fire safety and evacuation routes	Staff and or pupils could be at risk of illness and or injury from changes to fire evacuation routes and or updated procedures	<ul style="list-style-type: none"> <li>The fire safety team and headteacher ensure that the fire management plan and fire safety evacuation plans are up-to-date and applicable to any changes in people movement or access.</li> <li>Each zone will use its entry point as its primary exit point in the event of a fire.</li> <li>If exit is blocked due to fire then secondary route will be through adjacent protected zone.</li> </ul>	1	4	4	Yes	Monitor						

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Water storage, drainage and sanitary appliances	Staff and or pupils could be at risk of illness and or injury from poorly maintained water systems and or appliances	<ul style="list-style-type: none"> <li>Site agents have continued to flush the water systems including toilets and taps during the summer holidays</li> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build up.</li> <li>Site agent's to check all sanitary appliances including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>	1	4	4	Yes	Monitor						
Lifts, automatic doors and plant equipment	Staff and or pupils could be at risk of illness and or injury from poorly maintained automatic doors and or plant equipment	<ul style="list-style-type: none"> <li>H&amp;S Premises manager checks that lifts and automatic doors are in working order and ensures that any mandatory inspections for lifts, automatic doors and any plant are up to date and arranges any required inspections as soon as possible.</li> <li></li> </ul>	1	4	4	Yes	Monitor						

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Cleaning	Staff and or pupils could be at risk of illness and or injury from inadequate cleaning and or disinfecting of premises including touch surfaces	<ul style="list-style-type: none"> <li>• H&amp;S Premises manager has enhanced cleaning undertaken where required.</li> <li>• The number of rooms/ areas used by staff and pupils is limited to protected zones to avoid the spread of infection.</li> <li>• The necessary parts of the school have been deep cleaned with suitable cleaning agents.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy.</li> <li>• Cleaning materials are available in each classroom.</li> <li>• Outside play equipment is cleaned daily.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to staff who require it to carry out cleaning safely.</li> <li>• Soft furnishings and items that are hard to clean have where possible been removed and stored separately.</li> </ul>	2	4	8	Yes	Monitor						

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Infection control	Staff and or pupils could be at risk of illness and or injury from inadequate infection control measures	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE guidance.</li> <li>• Where possible school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented where possible.</li> <li>• Parents are notified and briefed on new procedures for drop off and collection of their children.</li> <li>• Infection control / hand wash stations are set up in each classroom and at other identified points around the school providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>• Adequate amounts of soap, tissues and bins are available in these areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes.</li> </ul>	2	4	8	Yes	Monitor						

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Infection control (cont)	Staff and or pupils could be at risk of illness and or injury from inadequate infection control measures	<ul style="list-style-type: none"> <li>The school encourages pupils and staff to adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue.</li> <li>The schools reopening plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders.</li> <li>The school will operate 8 protected zones to maximise infection control.</li> <li>Each protected zone has its own protected outside space</li> <li>Instances of staff, pupil, visitors or volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance, any un well individuals are sent home as soon as possible.</li> </ul>	2	4	8	Yes	Monitor						



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Infection control (cont)	Staff and or pupils could be at risk of illness and or injury from inadequate infection control measures	<ul style="list-style-type: none"> <li>The school consults the parents of clinically vulnerable pupils who have decided whether their child will return to school after seeking medical advice for their child's circumstances.</li> <li>Clinically vulnerable staff work from home where possible or are offered the safest available on-site role that allows them to socially distance.</li> <li>PPE is distributed to staff that provide intimate care for pupils in need and for cases where a pupil or staff member becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> </ul>	2	4	8	Yes	Monitor						

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Social distancing	Staff and or pupils could be at risk of illness and or injury from being in close proximity to pupils and other staff.	<ul style="list-style-type: none"> <li>Pupils and staff are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to social distancing measures.</li> <li>All classes operate in protective zones</li> <li>Members are staff that do have to enter/ cross zones as part of their job role within the school are required to wash hands before leaving and when entering a protected zone.</li> <li>Pupils and staff do not mix outside of their class groups during the school day.</li> <li>Pupils take break times and lunchtimes in their class groups and have specific outside spaces that are allocated to each zone.</li> <li>The use of communal areas, e.g. the dining hall is limited or closed to avoid any unnecessary gatherings.</li> </ul>	2	4	8	Yes	Monitor						

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Social distancing (cont)	Staff and or pupils could be at risk of illness and or injury from being in close proximity to pupils and other staff.	<ul style="list-style-type: none"> <li>Where pupils, staff and volunteers cannot follow social distancing arrangements for a particular activity, the head teacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>If a pupil is unable to follow social distancing measures e.g. due to their age or needs, the head teacher in conjunction with relevant staff and the pupils parents, will consider whether it would be more appropriate for the pupil to remain at home.</li> <li>Where staff have their lunch breaks in communal areas. They are directed to wash their hands for 20 seconds and or use an alcohol based hand sanitiser upon entering and before exiting for lunch or break times.</li> </ul>	2	4	8	Yes	Monitor						

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Mental health and wellbeing	Staff and or pupils could be at risk of illness and or injury from anxiety due to the (COVID-19) pandemic and the wider reopening of school	<ul style="list-style-type: none"> <li>The head teacher has surveyed all parents to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have.</li> <li>Staff have been surveyed to assess their current health for returning to work and to enable the head teacher and SLT to act on any concerns they may have.</li> <li>The relevant staff have liaised with parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements where required.</li> <li>The head teacher and SLT hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> </ul>	3	3	9	Yes	Monitor						

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Mental health and wellbeing (cont)	Staff and or pupils could be at risk of illness and or injury from anxiety due to the (COVID-19) pandemic and the wider reopening of school	<ul style="list-style-type: none"> <li>The head teacher considers requests made by staff that wishes to make changes to their working environment or working hours in the interest of health and safety. This is done on a case-by-case basis.</li> <li>The head teacher ensures that the school can adequately and safely be staffed as the full reopening of the school happens.</li> <li>The head teacher and SLT discuss the implications on staff and pupil workload on a case-by-case basis.</li> <li>The head teacher ensures that there is provision in place to help protect wellbeing and mental health, and ensure that all staff, volunteers and pupils have access to psychological support.</li> </ul>	3	3	9	Yes	Monitor						

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Safe guarding	Pupils could be at risk of illness and or injury from the temporary closure and/or school reopening in September 2020	<ul style="list-style-type: none"> <li>The DSL, liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary school closure and/or the school reopening.</li> <li>The DSL, ensures that adequate pastoral care is in place to support pupils and staff that require it.</li> <li>The DSL ensures that relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>Parents have been provided with relevant information about online safety which is also on the school website.</li> <li>Class teachers are provided with additional information about the use of virtual teaching.</li> <li>The DSL and head teacher meet weekly with the children with disabilities team and health professionals to discuss concerns and take appropriate action.</li> <li>Safe guarding policy has been amended to reflect changes</li> </ul>	3	3	9	Yes	Monitor						

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Communication	Staff, parents/ carers and pupils may feel anxious from lack of communication regarding the wider opening of the school	<ul style="list-style-type: none"> <li>The head teacher liaises with the LA about reopening the school and includes any local and or national guidance into the reopening plan.</li> <li>Parents are encouraged to bring their child to school rather than use school transport.</li> <li>School transport procedures have been discussed by SLT and adhere to guidance; concerns are escalated where infection control is not adhered to.</li> <li>Staff and parents will be informed of new drop off and collection procedures as the full school opens.</li> <li>Parents and their children are encouraged to where possible to walk or cycle to school.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, pathway lead, SLT and or the head teacher.</li> </ul>	2	3	6	Yes	Monitor						

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Communication (cont)	Staff, parents/ carers and pupils may feel anxious from lack of communication regarding the wider opening of the school	<ul style="list-style-type: none"> <li>Parents and pupils are informed about the plan for full opening, e.g. social distancing measures and how lessons will be delivered.</li> <li>The head teacher informs staff and the governing board about arrangements for meetings that would normally take place in person, e.g. interviews and staff meetings.</li> </ul>	2	3	6	Yes	Monitor						
Practical measures in early years (EYFS) settings	Spacing guidelines recommended by government for early years will be almost impossible for our pupils including whole school Staff and or pupils could be at risk of illness and or injury from being in close proximity to pupils and other staff.	<ul style="list-style-type: none"> <li>Infection control/ hand wash stations are set up in each classroom and at other identified points around the school providing soap and water, bins and alcohol-based hand sanitiser.</li> <li>Adequate amounts of soap, tissues and bins are available in these areas.</li> <li>Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes.</li> </ul>	3	3	9	Yes	Monitor						



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Practical measures in early years (EYFS) settings and the whole school	Spacing guidelines recommended by government for early years will be almost impossible for our pupils, including whole school. Staff and or pupils could be at risk of illness and or injury from being in close proximity to pupils and other staff.	<ul style="list-style-type: none"> <li>Physical distancing between groups of children and staff is implemented as far as possible.</li> <li>The use of communal spaces is managed via the use of protected zones to limit the level of mixing between groups.</li> <li>Soft furnishings, such as soft pillows and rugs are removed where possible.</li> <li>Sharing of toys and resources between children is reduced.</li> <li>Any shared toys or resources that can easily be cleaned, are cleaned between different groups use.</li> <li>Unnecessary items have been removed from the learning environment to facilitate cleaning.</li> <li>Children are supervised when washing hands or using hand sanitiser and are taught how to do this effectively.</li> </ul>	3	3	9	Yes	Monitor						

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Practical measures in early years (EYFS) settings and the whole school	Spacing guidelines recommended by government for early years will be almost impossible for our pupils, including whole school. Staff and or pupils could be at risk of illness and or injury from being in close proximity to pupils and other staff.	<ul style="list-style-type: none"> <li>A good supply of disposable tissues is available through out the premises and "Catch it, kill it, bin it" is encouraged through signage.</li> <li>An enhanced cleaning schedule is in place, surfaces such as, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant.</li> <li>Children are discouraged from bringing items and toys in from home unless it is essential. In the event that items are brought in from home, they are appropriately cleaned on arrival.</li> </ul>	3	3	9	Yes	Monitor						

<b>Assessment review date;</b> Review is carried out inline with and when government advise changes or unless an incident occurs then review immediately		<b>Who reviewed it? HT, SLT, SL, HS Manager &amp; H&amp;S Governor</b>	
<b>Actual review date;</b> 03.09.2020	<b>Actions require;</b> Distribute to all staff		<b>Lead RA Sign;</b> S Leonard