



Risk Assessment for:	School Staged Opening from 1st June	Date:	14.5.20
		Reviewed:	29.5.20, 1.6.20
Carried out by:	YMD Boon		
Reviewed by:	Markeaton Governors, Sally Shaw		
Opening Statement:	Given the unusual circumstances surrounding this staged reopening of Markeaton Primary School, we have compiled this risk assessment based on the current Government and scientific advice available.		

Hazard	Persons At Risk	Impact	Likelihood	Risk - H M L	Control Measures	Comments/ Action	Residual Impact Rating	Residual Likelihood Rating	Residual Risk Rating - H M L
1. Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, parents/carers and the general public (non-shielding or high-risk persons)	4	3	H	<p>Staff, pupils, parents/carers or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</p> <p>Staff, pupils, parents/carers or visitors living in the same household as a person who has tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.</p> <p>Staff, pupils, parents/carers and visitors exhibiting classic signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to</p>	<p>All clinically extremely vulnerable persons to maintain shielding and stay away from site.</p> <p>See also 'Risk Assessment for Staff Vulnerable to Covid-19'.</p> <p>Re-send clear guidance to all staff and parents/carers of pupils</p>	3	2	M

					<p>return home.</p> <p>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</p> <p>Government self-isolation guidance</p>				
2. Congestion or inability to adequately socially distance when accessing or leaving school grounds	Pupils, staff, parents / carers, visitors, and the general public	3	3	H	<p>Start and finish times staggered to reduce congestion.</p> <p>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</p> <p>Classes/year groups given clear information about gates/times for drop off and collection.</p> <p>Line up points with social distancing measures to be put in place on playground. Only the Headteacher stands at the gate; teaching staff are stationed at the end of each line on the spots marked on the playground. All children and staff are 2m apart. If it is raining, then children will go straight into school via the front entrance (with both doors propped open). Staff will spread out and guide them where they need to go.</p> <p>Pupils to line up on playground supervised by their teacher, parents to be encouraged to drop off and leave as quickly as possible.</p> <p>For collection, parents to wait on playground at line up points and staff to bring out children to them for collection, once child(ren) and parent/carer reunited, parent/carer requested to leave site</p>	This may have to be adjusted if heavy rain on arrival	3	2	M

					<p>immediately by designated gate. Staff advised to arrive by designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>All staff to enter and exit by the main school entrance. Arrival and departure to be staggered so as to maintain social distancing.</p>				
3. Congestion or inability to adequately socially distance when pupils are moving around school	Pupils, staff	3	3	H	<p>Teachers to walk their designated group into the building either directly into their classroom or via their designated cloakroom in a controlled manner.</p> <p>Teachers to walk their designated group in a controlled manner directly from their classroom to the playground line up points to be reunited with their parents/carers for collection at the end of the day.</p>		3	2	M
4. Ineffective personal hygiene measures	Pupils, staff,	3	3	H	<p>Robust handwashing promoted.</p> <p>Staff and pupils are requested to wash hands prior to leaving home in the morning.</p> <p>All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, before eating and after a bout of coughing/sneezing or following outside play. Pupils to be supervised while handwashing.</p> <p>Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p>	<p>Ensure sufficient disposable tissues are available in school.</p> <p>Display handwashing posters by all sinks.</p> <p>Display Catch it Kill it Bin it posters around school.</p> <p>Ensure sufficient hand sanitiser is available.</p>	3	1	M

					<p>Posters are displayed by sinks to show how to effectively wash hands.</p> <p>Catch it, Kill it, Bin it posters to be displayed around school.</p> <p>Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p>				
5. Possible contamination in reception areas and office	Pupils, staff	3	3	H	<p>Parents/carers, visitors, general public will not be allowed onto school premises during this phased reopening. This is subject to change. Parents/carers advised to contact school by phone or email if they need to speak to a teacher or member of SLT.</p> <p>Staff to pass through reception one at a time.</p> <p>Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be made from the doorway.</p> <p>Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</p> <p>If Social Services needed to visit, a socially distanced meeting would be arranged. If a contractor needed to come on site urgently, each visit would be separately risk assessed, based on the purpose of their visit.</p>	Office doors can be locked as can the glass screen and the external automatic door can be set to remain closed if necessary Consider what room could you use for meetings with easy access and sufficient space? If staff currently share desks, a cleaning regime must be introduced to disinfect desks between "shifts"	3	1	M

6. Possible contamination within classroom/teaching and learning spaces	Pupils, staff	3	3	H	<p>Classrooms with external door direct to the outside to be used where possible.</p> <p>Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate social distancing (SFAIRP).</p> <p>Outdoor learning to be considered and undertaken maintaining social distancing.</p> <p>Desks and chairs positioned at suitable distances apart or marked as not to be used.</p> <p>Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag).</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</p> <p>Soft toys removed from all classroom and learning areas.</p> <p>Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning.</p> <p>Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</p> <p>Resources available will be limited to what is essential for use on a daily basis and planned in advance.</p> <p>Computer keyboard/mouse, touch screens/ whiteboards only to be used by lead teacher/staff member in the classroom.</p>	<p>Create a list of rooms with maximum occupancy levels</p> <p>If younger pupils need a comfort of a soft toy one should be brought from home and kept for their use only – avoid if possible</p> <p>Decide who will be responsible for the cleaning of equipment and resources used and what cleaning products will be used, i.e. spray disinfectants, diluted Milton solution, etc.</p>	3	2	M
---	---------------	---	---	---	--	--	---	---	---

					<p>Weather permitting, windows to be opened to provide fresh air to be circulated within classrooms and learning areas.</p> <p>Light switches, windows and blinds only to be operated by lead teacher/staff member in the classroom.</p>				
7. Possible contamination from use of toilet/welfare facilities	Pupils, staff	3	3	H	<p>Pupil classes will have set toilets designated for their use.</p> <p>Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Y6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets. This will be checked daily by cleaners and will be topped up in between if required. Only liquid soap is permitted in school. Hand drying will be by air hand dryers or disposable towels only. Hand towels have been removed.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p> <p>Toilet surfaces, handles, taps, flush levers, bins, etc., will be sprayed weekly with Zoono Z-71, which sanitises for up to 30 days on hard surfaces.</p> <p>See also 'Covid-19 Cleaning'.</p>	<p>Consider whether all toilets become unisex if significantly higher ratio of one gender to another.</p> <p>Ensure that there are sufficient stocks of soap available</p>	3	2	M

<p>8. Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</p>	<p>Pupils, staff</p>	<p>3</p>	<p>3</p>	<p>H</p>	<p>Break times staggered with staff and pupils allocated specific break times and areas to be accessed.</p> <p>Fixed external play equipment to be taken out of use.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils. Activities considered to promote social distancing during break periods.</p> <p>Staffing ratios assessed and determined If pupils are eating, hands to be washed (see handwashing).</p> <p>After external activities, staff and pupils to wash hands (see handwashing).</p>	<p>Develop plan depending on number and size of playgrounds, fields etc. designate/zones/times and supervision ratios</p> <p>Document and record who is responsible for the cleaning of equipment and resources used and what cleaning products are used i.e. Spray disinfectants, diluted Milton solution etc.</p>	<p>3</p>	<p>2</p>	<p>M</p>
--	----------------------	----------	----------	----------	--	---	----------	----------	----------

9. Possible contamination from inadequate social distancing or cross contamination of equipment	Pupils, staff	3	3	H	<p>Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.</p> <p>Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one "class" group at a time.</p> <p>If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue and anti-bacterial hard surface cleaner in between sittings.</p> <p>Pupils to wait in lunch areas until all of "class group" finished before going either out to their designated play areas or back to classroom.</p> <p>Fixed external play equipment to be taken out of use.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to pupils Supervised hand washing of pupils prior to and after lunch (see handwashing).</p>	<p>Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervision ratios</p>	3	2	M
10. Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff	3	3	H	<p>If assemblies take place adequate social distancing measures will be adhered to in the hall with classes brought in separately and seated under the supervision of their teacher/lead staff member.</p> <p>Classes to be dismissed one at a time and led back to classrooms by teacher/lead staff member.</p> <p>If there are a large number of pupils in school, assemblies will be split to ensure social distancing can be met (SFAIRP).</p>	<p>No assemblies will take place during this phased opening</p>	2	1	L

11. Insufficient access to first aid due to shortages of trained staff as a result of COVID 19	Pupils, staff	3	3	H	Sufficient first aid provisions are in place in line with the school's First Aid/PPE risk assessment, whether fleeting or prolonged care. See also 'First Aid and PPE Protocol'.	Review first aid risk assessment – with reception, and Y1 pupils in school there must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)	3	1	M
12. Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff	3	3	H	Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. Where it is considered necessary due to the close proximity of care required, appropriate PPE equipment must be used and should be worn by staff delivering first aid or providing care. See 'First Aid and PPE Protocol'.		3	2	M
13. Possible contamination from a symptomatic person on site	Pupils, staff, parents / carers	4	3	H	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated. Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear appropriate PPE for the duration of the supervision; parent/carer will be contacted and required to collect pupil asap. Following this, the child's bubble will be closed until a positive or negative result has been obtained.		4	2	M

					<p>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</p> <p>If there is a suspected case of Covid-19 in a class, i.e. showing symptoms, that bubble will be shut until that person has had a test. If the test is negative, everyone in the bubble can come back; if it is positive, everyone in that bubble self-isolates for 14 days.</p> <p>Government guidance will be followed.</p>				
14. Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff	3	3	H	<p>Disposable gloves, aprons and masks will be made available. Reusable visors will also be made available, but these will be the responsibility of staff to keep clean.</p> <p>Where PPE is identified as required for a task, it must be worn for general teaching and pupil supervision in line with government guidance. PPE is not recommended. Staff will be shown how to put on a face mask.</p> <p>Staff will be shown how to safely remove apron and gloves.</p>		3	2	M
15. Inadequate management of circulation areas	Pupils, staff	3	3	H	<p>The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p>	<p>Consider one-way system</p> <p>Designate a person to be responsible for fire door closure</p>	3	2	M

					<p>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination. Fire doors to be closed when pupils leave site.</p>				
<p>16. Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</p>	Staff	3	3	H	<p>Social distancing measures of 2 metres (SFAIRP) must be observed at all times. Staff not to enter specific offices without invite/prior planning.</p> <p>Within staffroom chairs to be positioned/moved to promote social distancing. With no more than 5 in the staff room at any one time. With a preference for eating in classroom where possible. Staff to wash hands prior on entering staff room before preparing and food or making drinks.</p> <p>Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</p> <p>All communal items to be sprayed weekly with Zoono Z-71 sanitiser which remains effective for up to 30 days.</p> <p>Photocopier to be wiped with Zoono Z-71. Where shared computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>		3	2	M

17. Contaminated contact points and surfaces	Pupils, staff	3	3	H	<p>Cleaners should continue to wear clothing/PPE as determined by their existing risk assessments.</p> <p>Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily. Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>Areas not in use are closed and locked off so cleaning can be concentrated where required. Where non-disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</p> <p>Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).</p> <p>All internal bins will be emptied daily to external bins.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</p> <p>Opening for pupils to be split with school closed on Wednesdays for deep cleaning.</p>		3	2	M
--	---------------	---	---	---	---	--	---	---	---

18. Potentially contaminated waste - Disposal	Staff	3	3	H	<p>Standard waste will continue to be managed in line with existing arrangements.</p> <p>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>		3	2	M
19. Social distancing on school transport services	Pupils, staff	3	3	H	Public transport – providers to follow government and LA guidance.		3	2	M
20. Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	4	3	H	<p>School has robust safeguarding measures in place with Designated Safeguarding Leads who are available.</p> <p>All staff have had safeguarding training. Staff have been reminded of the importance to look out and note changes to “normal” behaviours of pupils and report any concerns immediately</p>	Is your DSL in school and available? We have 3 DSLs and at least one will be available at all times	4	2	M
21. Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19	Staff may experience higher levels of stress and anxiety. Potential increase in incidents of Domestic Violence	3	3	H	<p>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Mental health and wellbeing information has been shared with staff.</p> <p>SLT regularly checking on staff and have an open door to discuss concerns.</p> <p>SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety (SFAIRP).</p>	<p>Review procedures and support available to staff</p> <p>Display Mental Health Week Poster</p>	3	2	M

<p>22. Insufficient teaching and support staff on site to operate safely (Supervision)– Health and safety monitoring of COVID 19 controls</p> <p>(As a result of isolation, illness or shielding)</p>	Pupils	3	3	H	<p>Monitor of staff on site with pre-agreed minimum levels of staffing. Reduction beyond this number will result in potential school closures until adequate staff numbers can be maintained.</p>	<p>Option to engage YMCA to cover</p> <p>Low numbers of pupils in opening phase will ensure staff numbers will cover</p>	3	2	M
<p>23. Insufficient staff on site to operate school meals</p> <p>(As a result of isolation, illness or shielding)</p>	Pupils	3	3	H	<p>School kitchen to operate during this phase with the option of packed lunches only, negating the need for crockery and cutlery and giving more options for pupils to eat outside or in class.</p> <p>FSM in school available as packed lunches or vouchers to continue outside of school during this time.</p> <p>In the event of insufficient catering staff, the options will be for parents to supply their own packed lunches. FSM vouchers will continue.</p>	<p>No hot dinners so more staff can be brought in to cover if we see a shortage likely</p>	3	1	L
<p>24. Insufficient staff on site to undertake increased cleaning measures – COVID 19 controls</p> <p>(As a result of isolation, illness or shielding)</p>	Pupils, staff and visitors	3	3	H	<p>Monitor of staff on site with pre-agreed minimum levels of staffing. Reduction beyond this number will result in potential school closures until adequate staff numbers can be maintained.</p> <p>Outside provision to be engaged to ensure continuity of cleaning and maintenance resource.</p>	<p>Review option for cleaning volunteers to help out in low risk areas cleaning contact areas when pupils are not present.</p>	3	2	M

25. Inability to control social distancing and COVID 19 controls in an emergency evacuation situation	Pupils, staff and visitors	3	2	M	Temporary Emergency exits to be agreed prior to returning to school to allow individual classes to remain distanced during an evacuation. Muster point locations to be increased with segregation to maintain distancing.		3	1	L
---	----------------------------	---	---	---	--	--	---	---	---

Signed: (for Governors)

Date:

Signed: (Headteacher)

Likelihood	Impact			
	1 – Minor	2 – Moderate	3 – Major	4 – Severe
1 – Rare	1	2	3	4
2 – Unlikely	2	4	6	8
3 – Possible	3	6	9	12
4 – Likely	4	8	12	16

Degree of risk	Risk treatment
Low	<ul style="list-style-type: none"> Acceptable level of risk. Risks should be monitored and reassessed at appropriate intervals. No further action or additional controls should be necessary.
Moderate	<ul style="list-style-type: none"> Unacceptable level of risk. Efforts should be made to reduce risk. Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. Resources may need to be allocated to reduce the risk. Where the risk involves work in progress, immediate action should be taken.
High	<ul style="list-style-type: none"> Unacceptable level of risk. Immediate action must be taken to manage the risk. Control measures must be put into place which significantly reduce the impact of the event or the likelihood of it occurring. A significant number of control measures are required. Resources will need to be allocated to reduce the risk.