



## All Saints Marsh C of E Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

In September schools will reopen to all pupils. This risk assessment outlines the proposed risks and measures we have put in place to minimise the risk of transmission of COVID-19.

Low Risk	Low risk identified – Control measure to be adopted and monitored.
Medium Risk	Medium risk identified – Ensure that the risk assessment is reviewed, further controls may be necessary.

<b>School: All Saints Marsh C of E Primary School</b>	
<b>Risk Assessor: Head of Academy Mrs Edwards and Trust Health and Safety Lead</b>	
Description of Risk Assessment	Assessment of risk involved in the full reopening of school and nursery sites following the COVID-19 lockdown. It is the government's plan that all pupils in all year groups will return to school full time from the beginning of the Autumn Term. While COVID-19 remains in the community schools must make judgements about how to balance and minimise risks from Covid-19 with providing a full educational experience for children. Schools must work through the System of Controls and adopt measures which address the risk in full opening and delivering a full curriculum. The System of Controls are actions that schools must take and are grouped into 'prevention' and response to infection'. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>

	Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	<ul style="list-style-type: none"> <li>• Staggered drop off and collection times.</li> <li>• Signage to explain entrances and exits.</li> <li>• 2 exit points for children to exit the academy.</li> <li>• Staff members on the door / gate to support parents and children.</li> <li>• Signage will indicate where parents and children should stand and queue (two metres apart) with a one way queuing system.</li> </ul>		Head Senior leaders Academy Staff Parents
2.	Groups of people gathering (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> <li>• Face coverings to be worn by Teachers and parents at drop off and collection and any face to face conversations.</li> <li>• Staggered drop off and collection times will reduce the number of people gathering at any point.</li> <li>• Parents should not gather at entrance gates, doors or enter the school site (unless they have a pre-arranged appointment).</li> <li>• Signage and markers will indicate where parents and visitors should stand in order to remain two metres apart.</li> </ul>		Head Senior leaders Academy staff Parents
3.	Parents gathering at the school gate not social distancing.	<ul style="list-style-type: none"> <li>• A member of staff will be on duty on the back door / gate to ensure that parents follow social distancing guidelines.</li> <li>• Staggered entry and exit times</li> </ul>		Head Senior leaders Academy staff Parents

4.	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> <li>Staggered break times on a rota basis which will be strictly adhered to.</li> </ul>		All staff
5.	Increased numbers during lunchtime, including food service and consumption compromising social distancing and increasing the risk of transmission	<ul style="list-style-type: none"> <li>Staggered lunchtimes and in set groups with handwashing – tables kept apart.</li> <li>Lunches will be delivered to classrooms.</li> <li>All children will wash their hands before eating lunch.</li> </ul>		All staff
6.	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> <li>Temporary zones for each bubble in place within some areas of the school.</li> <li>Signage to direct children and staff.</li> <li>Most toilets will be unisex and will be allocated to bubbles.</li> </ul>		Head Senior leaders Premises staff
7,	The configuration of classrooms and teaching spaces does not support compliance with system of controls	<ul style="list-style-type: none"> <li>Children will be organised into 2 'Key stage bubbles' and use their classrooms as their base.</li> <li>Furniture will be organised, where possible, so that children are facing forward in KS2.</li> <li>Where possible, furniture not in use should be removed from classrooms and teaching space or taped off.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>Space for adults to be socially distanced for children where possible within the classroom.</li> <li>Windows and doors will be propped open, where safe to do so, (bearing in mind fire safety, security, and safeguarding).</li> <li>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational..</li> </ul>		All staff
8.	Social distancing guidance is breached when pupils circulate in corridors	<ul style="list-style-type: none"> <li>Zones have been created in the school so that separate bubbles and classes do not need to cross the school and circulate together.</li> <li>Staggered pick-up and drop-off points have been planned so that</li> </ul>		All staff

		<p>bubbles are passing through the school in isolation.</p> <ul style="list-style-type: none"> <li>For any additional transition times, staff will continually reinforce observance of social distancing</li> </ul>		
9.	Staff rooms and offices not able to comply with social distancing and safe working practice	<ul style="list-style-type: none"> <li>Staggered lunch and breaks for staff.</li> <li>Numbers of people reduced at one time on a rota in staff areas to allow social distancing</li> <li>There will be no unnecessary gatherings.</li> <li>The main academy office will only have one member of staff accessing at any one time in addition to administration staff.</li> </ul>		All staff
10	Ventilation to reduce spread	<ul style="list-style-type: none"> <li>Windows and doors will be propped open (where safe) to increase ventilation.</li> </ul>		All staff
11	Risk of transmission from staff when working between bubbles	<ul style="list-style-type: none"> <li>Frequent hand washing and use of hand sanitiser</li> <li>Staff will maintain social distancing (where possible) and ensure good respiratory hygiene.</li> <li>Use of PPE when appropriate.</li> </ul>		All staff
12	Risk of transmission from staff working 1:1 and small/close group working	<ul style="list-style-type: none"> <li>Frequent hand washing and use of hand sanitiser</li> <li>Staff will maintain social distancing (where possible) and ensure good respiratory hygiene.</li> <li>Use of PPE when appropriate.</li> </ul>		All staff
13	Classroom layout not prepared and therefore provides opportunities for increased transmission	<ul style="list-style-type: none"> <li>Children to forward face where possible within the classroom.</li> <li>Available space within the classroom for teachers to socially distance from children.</li> </ul>		All staff
14	The mental health and wellbeing of staff has been adversely affected	<ul style="list-style-type: none"> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Discuss with staff about the plans for September (for example, safety measures, timetable changes and staggered arrival and departure times)</li> <li>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</li> </ul>		All staff

		<ul style="list-style-type: none"> <li>● Full staff audit undertaken</li> <li>● Counselling service is available to all staff.</li> </ul>		
15	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> <li>● Unnecessary and difficult to clean items from classrooms and other learning environments have been removed where there is space to store it elsewhere.</li> <li>● Regular cleaning especially high touch/traffic areas.</li> <li>● Tissues will be disposed of into a lidded bin and hands washed for 20 seconds.</li> </ul>		All staff
16	Using play equipment - multiple use	<ul style="list-style-type: none"> <li>● Equipment will only be used if it can be frequently cleaned using the correct chemical between groups of children.</li> </ul>		All staff
17	Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> <li>● The site supervisor will complete a thorough end of day cleaning of each room/area being used alongside regular cleaning of areas throughout the day.</li> <li>● Staff will support cleaning routines throughout the school day.</li> <li>● Senior leaders will monitor the standard of cleaning throughout the school day.</li> </ul>		Premises staff All staff
18	Children do not return to school due to parental concern	<ul style="list-style-type: none"> <li>● It is compulsory to return children to school (unless statutory reason applies)</li> <li>● Risk assessment will be shared</li> <li>● Protective measures shared with parents and individual conversations where necessary.</li> <li>● Concerns shared with the attendance officer/class teacher so reassurance can be given.</li> <li>● If these strategies fail to encourage children to return, the usual attendance strategies will be used, including penalties for non-attendance.</li> </ul>		Parents Attendance Officer Teaching staff
19	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	<ul style="list-style-type: none"> <li>● At the beginning of term, gaps in learning will be assessed and planning adapted accordingly.</li> <li>● In Early Years the prime areas of learning (Social &amp; Emotional, Communication &amp; Language and Physical development) are prioritised.</li> <li>● In KS1 and KS2, gaps are prioritised along with essentials such as</li> </ul>		Teaching staff

		<p>phonics, reading, vocabulary, writing and maths</p> <ul style="list-style-type: none"> <li>• The curriculum will remain broad and ambitious for all children, with a range of subjects being taught following government guidelines</li> <li>• Teaching of music and singing require additional protective measures such as additional distancing and use of outdoors.</li> <li>• In Physical Education, outdoor activity should be prioritised, maximising distance, and following scrupulous cleaning.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>		
20	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> <li>• Throughout the day, children will wash their hands multiple times using warm water and soap.</li> <li>• Hand sanitiser will also be based in all classrooms for use throughout the day.</li> <li>• Hand sanitiser will be used at drop off points on entry into the school.</li> </ul>		All staff Parents
21	Pupils and staff forget to wash their hands regularly and frequently	<ul style="list-style-type: none"> <li>• Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance .</li> <li>• Washing will be carried out; <ul style="list-style-type: none"> <li>- Before and after preparing, handling and eating food.</li> <li>- After using the toilet.</li> <li>- After exposure to any external activities and environments such as playtimes</li> <li>- After coughing, sneezing and nose blowing.</li> <li>- After cleaning.</li> <li>- After dealing with any first aid/illness cases.</li> </ul> </li> </ul>		All staff Parents
22	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> <li>• There is a sufficient supply of all required hand sanitiser and cleaning products.</li> </ul>		Premises staff
23	Toilets being overcrowded risking hand washing and not compliant with social distancing	<ul style="list-style-type: none"> <li>• Visiting the toilet will be on a 1 in 1 out basis in order to maintain social distancing.</li> <li>• Children will wash their hands thoroughly upon leaving the toilet.</li> <li>• Each Key Stage bubble has designated toilet/s to use.</li> </ul>		All staff

24	Staff with underlying health issues or those who have previously been shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> <li>Individual risk assessments have been undertaken following Government guidance.</li> </ul>		All staff
25	Pupils who were previously shielding are not identified and so measures have not been put in place to protect them	<ul style="list-style-type: none"> <li>Children who were previously shielding can return to school following appropriate measures. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Parents may wish to consult their specialist health professional about the return of their child to school.</li> <li>Should transmission rates rise locally, then children who are extremely clinically vulnerable will be advised to resume shielding.</li> <li>Should children have to stay at home for health reasons, they will have full access to remote learning.</li> </ul>		All staff Parents
26	Risk to Children with EHCP	<ul style="list-style-type: none"> <li>Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced.</li> </ul>		All staff Parents
27	Children with SEND require additional support following school closures	<ul style="list-style-type: none"> <li>Support for individual children has been identified</li> </ul>		All staff Parents
28	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Additional pastoral and extra-curricular activities for targeted children</li> </ul>		All staff Parents

29	Increased Safeguarding disclosures following pupils extended period in lockdown	<ul style="list-style-type: none"> <li>● Policies will be reviewed to reflect the full return of children to school.</li> <li>● Excellent communication will be maintained with all external agencies.</li> </ul>		All staff Parents
30	Pupils' behaviour on return to school does not comply with social distancing guidance	<ul style="list-style-type: none"> <li>● Clear expectations of children will be communicated to parents, staff and children.</li> <li>● Staff will regularly revisit rules and responsibilities as well as talking about responsibilities for all to keep each other safe.</li> <li>● Senior leaders will be informed of any breach of the behaviour policy as soon as it is safe to do so and safety needs have been prioritised.</li> <li>● Staff training on the 3rd September will ensure that staff are confident with the expectation and strategies to use to support this.</li> <li>● Children, who are at risk of not following guidance or do not follow guidelines during the day, will be individually risk assessed and use of exclusion per the behaviour policy could apply.</li> </ul>		All staff Parents
31	New children start school without an adequate induction/transition programme	<ul style="list-style-type: none"> <li>● A plan is in place for new children to transition into school.</li> <li>● There is regular and effective liaison with pre-schools to aid transition</li> <li>● Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>● Socially distanced tours of the school will be made available for parents and pupils from September.</li> </ul>		All staff Parents
32	Member of staff or Pupil becoming unwell with symptoms of COVID19	<ul style="list-style-type: none"> <li>● If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>● If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>● Parents will be contacted immediately to collect their child.</li> </ul>		All staff Parents

33	Staff or pupil testing positive for COVID 19 after being in school	<ul style="list-style-type: none"> <li>When the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>Where the child or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>		All staff Parents
34	Educational provision must still be maintained for children who are not able to attend school because they are self-isolating or are unable to return for a valid reason.	<ul style="list-style-type: none"> <li>This will be devised in September. Home learning will be provided with an expectation that it is regularly submitted.</li> </ul>		All staff Parents
35	Local levels of confirmed COVID cases increase (localised second wave). Causing local lockdown and school closure	<ul style="list-style-type: none"> <li>Follow guidance, advice and plan from local authority and PHE</li> <li>A contingency plan will be in place for the event of a local or second lockdown. This will include a remote education plan enabling immediate access to remote education.</li> </ul>		All staff
36	Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> <li>Staff training on 3rd September will ensure that staff are confident.</li> <li>Full PPE will be used by allocated first aider.</li> <li>Ongoing CPD programme is in place for September.</li> </ul>		All staff
37	Face to face CPD and cross trust working increasing the transmission of the virus.	<ul style="list-style-type: none"> <li>In school CPD (training and meetings) will continue to take place, either socially distanced, or online. Outside areas can also be utilised while weather and seasons allow.</li> <li>Cross Trust meetings will take place online.</li> </ul>		All staff
38	Provision and use of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Adequate training / briefing on use and safe disposal</li> <li>Those staff required to wear PPE (e.g. SEND intimate care;</li> </ul>		All staff

		<p>supervising children with symptoms) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing</li> </ul>		
39	Routine use of PPE	<ul style="list-style-type: none"> <li>• Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</li> <li>• Stocks of PPE have been ordered.</li> </ul>		All staff
40	Commuting to school including public transport having an adverse effect on attendance and punctuality. Also risk of increasing transmission of virus	<ul style="list-style-type: none"> <li>• Government guidance is in place for pupils and parents on how social distancing can be observed on public and school transport.</li> <li>• Where using public transport, face coverings are used for children over 11.</li> <li>• Use of hand sanitiser where possible.</li> <li>• Distancing on public transport where possible.</li> </ul>		All staff Parents
41	<p>Kitchen facilities not complying with latest Covid19 guidance to reduce risk infection / contamination.</p> <p>Also Increased risk of food poisoning due to prolonged service delivery (staggering times)</p>	<ul style="list-style-type: none"> <li>• Kitchen in school is not used for food preparation - only for collection of the lunches delivered to school.</li> <li>• Preparation of lunch food is off site.</li> <li>• ESW will deliver food in 'ready meal' format. This will be delivered to school with the temperature checked by ESW at dispatch and food will be delivered and eaten within time frame in accordance with food regulations.</li> </ul>		All staff
42	<p>Visitors: parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety</p> <p>Social worker and therapist</p>	<ul style="list-style-type: none"> <li>• Parents, carers or any visitors, such as suppliers, are not to enter the school if they are displaying any symptoms of coronavirus.</li> <li>• Only pre-arranged visits from contractors, social workers and other professionals will be allowed on site.</li> <li>• A record of all visitors to the site will be kept to support track and trace.</li> <li>• Parents will not be allowed on the school site unless to collect an</li> </ul>		All staff Parents

	visits	unwell child.		
43	Poor or lack of communications to parents and staff	<ul style="list-style-type: none"> <li>Regular communication (via text messaging, emails, letters and the website) will be continued.</li> <li>Staff will have regular meetings.</li> </ul>		All staff
44	Parent aggression due to anxiety and stress.	<ul style="list-style-type: none"> <li>Staggered drop off and collection times will be communicated to parents as well as protocols for minimising adult to adult contact.</li> <li>Staff will follow the policy: dealing with violence, threatening behaviour and abuse following any incidents of parental aggression.</li> </ul>		All staff Parents
45	Usual school events cannot take place due to protective measures	<ul style="list-style-type: none"> <li>School events should be considered for adaptation or postponement/cancellation.</li> <li>Assemblies/ Collective Worship should take place with only one bubble at a time e.g. class assemblies. Or as a whole school using webcam and virtually linking classes.</li> <li>Singing should be avoided in collective worships/ choirs etc.</li> </ul>		All staff
46	Spread of virus due to increased numbers of unnecessary people within the building or grounds.	<ul style="list-style-type: none"> <li>Only one adult to accompany their child to the school gate where possible.</li> </ul>		All staff
47	Staff unsure of emergency procedures. Staff and pupils not evacuating the building. Pupils being too close at muster points, not socially distancing.	<ul style="list-style-type: none"> <li>Staff to be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal.</li> <li>In emergency situations, the priority is to ensure that the building is evacuated to the muster point.</li> <li>A silent fire drill run through will be practised with pupils during the first week so they will know the expectations.</li> <li>Any changes to the emergency procedures will be disseminated to all staff at the academy.</li> </ul>		All staff

48	<p>Negative impact on reputation of the Academy and wider Trust, perceived by parents/staff/media etc, following a confirmed COVID case in the school which has spread to other pupils/staff.</p>	<ul style="list-style-type: none"> <li>• The risk of spread has been considered and actions will be taken in line with the government guidance.</li> <li>• Actions have been implemented as far as is reasonably practicable.</li> </ul>		All staff
49	<p>ICT Provision – ICT failure or significant issue which requires IT team to attend the occupied academy. If not addressed, staff are not able to teach the curriculum in class. or remotely.</p> <p>The use of shared computer keyboards and mice / mouse pads / tablet style computers is a high risk area as they are hard surfaces.</p>	<ul style="list-style-type: none"> <li>• All ICT will be cleaned using designated cleaning equipment and staff should wash their hands after use.</li> </ul>		All staff
50	<p>Ability to offer wrap around care whilst maintaining compliance with social distancing and not mixing of groups/bubbles</p>	<ul style="list-style-type: none"> <li>• Based on government guidelines on required staffing and numbers of children we are unable to have after school care based on the space and staffing needed for separate bubbles to keep staff and children safe.</li> <li>• To offer before school care safely, children needing to attend will need to be in a consistent socially distanced group that attends at least 4 days a week. There will be a limited number of spaces that will need to be booked in advance to allow for safety arrangements to be in place. Before school care will not include food.</li> </ul>		<p>Staff</p> <p>Parents</p>

51	Increased risk to Black and minority ethnic staff and pupils.	<ul style="list-style-type: none"> <li>• Social distancing is in place.</li> <li>• Individual risk assessments will be carried out with employees and pupils in this category to discuss any potential additional risks and measures needed.</li> <li>• Communication with families of pupils within this category to identify any additional risks.</li> </ul>		All staff
52	Risk of administering first aid contributing to the transmission of the virus	<ul style="list-style-type: none"> <li>• PPE will be worn at all times when providing first aid, including face shield if there is a risk of splashing of bodily fluids.</li> <li>• First aid trained staff will refresh their training on the correct use of PPE (NHS Video) as part of the non pupil day at the start of term.</li> <li>• A record of all first aid will be kept on site to support the track and trace system.</li> </ul>		First Aid trained staff
53	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> <li>• The Risk Assessment is classed as a dynamic risk assessment and any updated changes made by the Head of Academy will be shared immediately with the wider staff.</li> </ul>		Head Senior leaders
54	Lack of Trustee oversight during the COVID-19 crisis leads to the academy failing to meet statutory requirements	<ul style="list-style-type: none"> <li>• Regular communication between the Trust Board and Local Committees.</li> </ul>		Head Senior leaders
55	Policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of the most recent government guidance on social distancing and COVID-19 and its implications for the academy and wider Trust.</li> <li>• Staff, pupils, parents and Trustees have been briefed accordingly.</li> </ul>		All staff Parents