

TEMPLATE OPERATIONAL RISK ASSESSMENT ADDENDUM FOR SCHOOL OPENING – March 2021 Primary Schools

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders

Version 1 26th March 2021

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment is an addendum to the school's main risk assessment, it should be undertaken in conjunction with the guidance on school reopening updated by the Department for Education on 22nd February 2021 as follows: [Actions for schools during the coronavirus outbreak](#)

Assessment conducted by:	J Kinch	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	28 th February, 2021	Review interval:	Fortnightly	Date of next review:	7 th March, 2021 (see below for log of additional reviews)

Related documents

School/Trust/Local Authority documents/ :	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak Guidance for full opening: special schools and other specialist settings https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people
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Record of Review

Review Date	Overview of review
7.3.2021	<p>1.8 – Wraparound Care - Holiday Hunger Club not to take place over Easter – school to consider possible opening in other holidays to support Holiday Hunger project</p> <p>1.12 – Sport - Timetabling of cleaning will be published to all staff</p> <p>Section 2 – PE lesson delivery - Additional Fitness Sessions to be timetabled – starting from school opening (8th March onwards)</p>

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28.3.2021	<p>1.2 – Asymptomatic testing of staff - Regular reminders sent home to families through school and LA letters – also shared with staff</p> <p>1.8 – Wraparound Care - Pastoral Staff to discuss drop off and pick up arrangements with the wraparound care provider (week beginning 29th March)</p> <p>1.10 – Fire Safety - Fire Drill processes to be reviewed in line with the extended opening to the Caretakers' House – to be completed next term (1st Week)</p> <p>1.11 – Music, Dance and Drama - Curriculum to be reviewed in line with the latest guidance – published March 2021 - Review to be completed next half term.</p> <p>Section 2: PE Lesson Delivery - Timetable reviewed and shared with staff (week beg: 29th March) Staff Areas and PPA: Staff to begin use of house staffroom and PPA room (week beg: 19th April); Staff to have use of the shower room from 19th April – additional cleaning to be expected and staff responsibility shared, understood and agreed Small group intervention in house – new section added</p>
16.4.2021	<p>1.2 – Asymptomatic testing of staff - Staff have been advised that they can receive LFD test kits for their families/bubble members - Parents have received advice that they are able to access LFD testing through the national rollout.</p> <p>1.3 – Face Coverings - Posters around school of updates to the wearing of face coverings in different parts of school</p> <p>1.8 – Wraparound care - Wraparound Care to begin on Monday 19th April. School have liaised with the wraparound care team:</p> <ul style="list-style-type: none"> • Designated staff member to meet children at the gate, • designated staff member to keep a record of children attending wraparound care and ensure that procedures are fully implemented to support the children are in full • Staff to liaise with wraparound care provider daily to ensure all measures are manageable with COVID safety a priority. <p>Section 2: Staff Areas and PPA: Ensure enough cleaning materials are available in the house and that staff have relevant access to the equipment. - Cleaner assigned and expectations shared. Small group intervention in house – See additional measures for previous section</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
1. Minimising Transmission					
1.1 General					
Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis 	Y		M
1.2 Asymptomatic testing of staff					
Direct or Indirect transmission of COVID -19 virus	H	Please see separate risk assessment <ul style="list-style-type: none"> Staff are, voluntarily, having regular asymptomatic tests either at home or at a testing site. 	Y	Appendix included in the main RA for regular testing Regular reminders sent home to families through school and LA letters – also shared with staff Staff have been advised that they can receive LFD test kits for their families/bubble members Parents have received advice that they are able to access LFD testing through the national rollout.	M
1.3 Face Coverings					

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Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt. Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>See main RA which identifies that face coverings are worn in all shared areas and when working closely with children.</p> <p>Face coverings are identified as an extra layer of protection and not as PPE.</p> <p>Face visors are used in specific circumstances as identified by individual risk assessments and are supplementary to a face covering – not in place of a face covering. See also 1.4</p> <p>Where someone requires medical attention then a face covering will be worn as PPE. Appropriate face masks are available in the school office and in the medical room. See also 1.4</p> <p>Posters around school of updates to the wearing of face coverings in different parts of school</p>	M
1.4 PPE					
Direct or Indirect transmission of COVID -19 virus		<ul style="list-style-type: none"> Staff will continue to wear any PPE which they would usually when providing intimate care or when working with children and young people who cough, spit or vomit. PPE as per the guidance here will be worn when a pupil has symptoms of Covid and a 2m distance cannot be maintained or performing aerosol generating procedures (AGPs) 	<p>Y</p> <p>Y</p>		M
1.5 Supply teachers, peripatetic teachers and temporary staff					

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Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> Will ensure they minimise contact and maintain as much distance as possible from other staff. Will participate in schools' rapid testing programmes or attend a community testing site. 	Y Y	Long-term supply cover and trainee teachers will be offered LFD tests as part of school protocol. See also 1.2	M
1.6 Educational Visits					
Direct or Indirect transmission of COVID -19 virus	M	<ul style="list-style-type: none"> There continues to be no educational visits 	Y	This will remain under regular review in line with PHE guidance. Educational visits may be prioritised once permitted to promote health and wellbeing.	L
1.7 Extra curricular activities and wraparound 8th March – 28th March					
Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to vulnerable children and young people and those children where; <ul style="list-style-type: none"> the provision is being offered as part of the school's educational activities (including catch-up provision) the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group The existing control measures will remain place. 	N/A Y	School complete regular liaison with external provider to identify next steps for possible opening after Easter. School will obtain the RA from the wraparound care provider prior to opening. All children to follow school control measures – using one exit and washing hands on entry into school.	M
1.8 Extra curricular activities and wraparound from 29th march					
Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> Outdoor extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will be available to all children. Indoor Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to 	Y Y	See above Clubs are under review Consideration is being made to Easter Holiday Hunger Club	M

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		<ul style="list-style-type: none"> · vulnerable children and young people · children on free school meals, where they are attending as part of the Department for Education's holiday activities and food programme (Healthy Holidays) <p>and those children where;</p> <ul style="list-style-type: none"> · the provision is being offered as part of the school's educational activities (including catch-up provision) · the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution · the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group <ul style="list-style-type: none"> • The existing control measures will remain in place 	Y	<p>subject to expectations and RA</p> <p>Holiday Hunger Club not to take place over Easter – school to consider possible opening in other holidays to support Holiday Hunger projects</p> <p>Pastoral Staff to discuss drop off and pick up arrangements with the wraparound care provider (week beginning 29th March)</p> <p>Wraparound Care to begin on Monday 19th April. School have liaised with the wraparound care team:</p> <ul style="list-style-type: none"> • Designated staff member to meet children at the gate, • designated staff member to keep a record of children attending wraparound care and ensure that procedures are fully implemented to support the children are in full • Staff to liaise with wraparound care provider daily to ensure all measures are manageable with COVID safety a priority. 	
1.9 Lettings					

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		<ul style="list-style-type: none"> The sharing of equipment will be avoided as far as possible. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users 	Y Y		
1.12 Sport					
Direct or Indirect transmission of COVID -19 virus	H	<ul style="list-style-type: none"> Outdoor provision will be prioritised, followed by provision in large indoor spaces which are well ventilated. External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities (eg swimming) Only team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government will be played. There will be no inter school competition 	Y Y Y Y	Outdoor play equipment: <ul style="list-style-type: none"> SNUGG Playspace Gym equipment (Peace Garden) Will: <ul style="list-style-type: none"> Be regularly wiped down after use. Timetabling of cleaning will be published to all staff Children will sanitise before and after use by handwashing and/or using the sanitising stations close to the areas 	M
2. Additional site-specific issues and risks					
<ul style="list-style-type: none"> Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them 					
Children arriving after the gates have closed	H	<ul style="list-style-type: none"> Children to enter the school site via the school visitor entrance. Older children to walk into school unaccompanied. Younger children may need to be accompanied to the main door by an adult but the adult MUST leave the children at the door where a member of staff will guide them. Late children will follow the school expectation of sanitising prior to entering the school building (see signage) 	Y Y Y Y		M
Children who are late being picked up	H	<ul style="list-style-type: none"> Staff from class bubble will remain with the children in the school hall until collection. Staff will request the office team to contact parents. Pastoral Team will remain available to support this as required 	Y Y Y		M

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PE lesson delivery	H	<ul style="list-style-type: none"> PE lessons will take place and be delivered by the PE Team and supported by class TAs. Priority will be on fitness and on outdoor provision with minimal equipment but outdoor gym equipment will be used. Hall space will be used to support the delivery of PE in inclement weather. Children will come to school in PE kit on PE Days 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Additional Fitness Sessions to be timetabled – starting from school opening (8th March onwards)</p> <p>Timetable reviewed and shared with staff (week beg: 29th March)</p>	M
Staff Areas and PPA	H	<ul style="list-style-type: none"> Staff room area will be available for staff away from school building. Staff will continue to follow existing control measures in new staffroom and PPA room. Staff to ensure that all areas are wiped down after use. Additional cleaning to be in place for this area through redeployment and a recruitment process. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>To be updated when handover is completed</p> <p>Staff to begin use of house staffroom and PPA room (week beg: 19th April)</p> <p>Staff to have use of the shower room from 19th April – additional cleaning to be expected and staff responsibility shared, understood and agreed</p> <p>Ensure enough cleaning materials are available in the house and that staff have relevant access to the equipment.</p> <p>Cleaner assigned and expectations shared.</p>	M
Small group Intervention	H	<ul style="list-style-type: none"> House to be set up for small group interventions (from 19th April) Timetable to be established and shared with staff Entrance and Exits to be agreed and specific to the children and adults Cleaning area designated to one member of staff with own cleaning products at the end of the school day – stored in the 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff to be given a full update on Tuesday 30th March with a walkround and reminder of expectations</p> <p>See above for additional measures</p>	M

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		house <ul style="list-style-type: none"> Posters put up to remind of protocols – in line with the main school building Staff to carry out small group intervention in line with the main risk assessment and wear appropriate face coverings, set out tables as appropriate School staff delivering interventions to follow school protocols to ensure areas are cleaned down after use 	Y Y Y		

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	Julia Kinch/Rachel Lapington	Date of Approval	01/03/2021
Date Provided to Unions	28/02/2021	Date of Review	07/03/2021