St Chad's CofE Nursery and Infant School – COVID-19 Primary Staged Opening Risk Assessment							
Activity being assessed:	COVID-19 whole school reopening	Location(s) affected:	Whole school	0.5			
Person(s) completing assessment:	K Leach (Head Teacher) A Thomas (SEND/Inclusion HLTA) K Gilsenan (FS Lead)	Date original assessment completed:	20.05.20	TO NE Neighbors			
Date of review:	01.06.20, 03.06.20, 08.06.20, 10.06.20 then weekly	Review completed by:					

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Contracting COVID-19 from being in the school environment	Pupils, staff, visitors, and the general public	Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until	Whole school health and safety training 02.06.20	SLT	Υ
by contact with an infected person	becoming infected with COVID-19:	they have self-isolated for the recommended government period of 7 days; if the individual continues to have a raised temperature, they are	Re-send clear guidance to all staff and parents/carers of pupils	SL	Υ
		required to remain away from school until a normal temperature can be maintained.	Have a procedure in place to isolate pupils that appear	SLT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days.  Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough and loss of smell or taste) are requested to stay away from school until well and asymptomatic; any person arriving at school exhibiting symptoms will be required to return home.  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.  Government self-isolation quidance	symptomatic on site until collected – Learning Zone to be used for suspected cases  Write up clear guidance for staff – What to do if you think you/someone in school has suspected COVID-19. Display in staffroom, Learning Zone, staff toilets	AT	Y
Congestion or inability to adequately socially distance when accessing or leaving school grounds	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Start and finish times staggered to reduce congestion. 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	Updated gate rota and whole school timetable to support social distancing  Staff stewards in operation along Gordon Road to support	SLT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		for them to be at home with another	movement of parents.		
		responsible person.	Clear 2m markers along		
		Classes/year groups given clear	the roadside and new		
		information about gates/times for	outdoor sign boards with		
		drop off and collection.	clear instructions.		
		Line up points with social distancing			
		measures to be put in place on	Routines and		
		playground.	expectations	SLT, HW, NR	
		*Pupils to line up on playground	communicated to		
		supervised by their teacher, parents to	parents in advance via a		
		be encouraged to drop off and leave	video recording and		
		as quickly as possible.	letter uploaded to Class		
		For collection, parents to wait on	Dojo and the website.		
		playground at line up points and staff	Updated Home-School		
		to bring out children to them for	Agreement with		
		collection, once child(ren) and	routines, all parents to		
		parent/carer reunited, parent/carer	sign.		
		requested to leave site immediately by			
		designated gate.			
		Staff advised to arrive by designated	In the event of heavy		
		time prior to pupil's arrival (contract	rain, children at the end		
		dependent) and to ensure that they	of the day will stand		
		maintain appropriate social distancing	under the bus shelter		
		within the car park and on pathways.	instead of sitting on the		
		All staff to enter and exit by the main	field.		
		school entrance.			
ongestion or	Pupils, staff,	Teachers to walk their designated	Updated start of	SLT	Υ
nability to	visitors, and the	group into the building either directly	day/end of day		
idequately socially	general public	into their classroom or via their	procedures, including		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
distance when pupils	becoming	designated cloakroom in a controlled	where staff and children		
accessing or leaving	infected with	manner.	are to position		
school building	COVID-19:	Teachers to walk their designated	themselves. Staff rota		
		group in a controlled manner directly	for the gate. Clear signs		
		from their classroom to the	in operation. Parents are		
		playground line up points to be	not permitted to enter		
		reunited with their parents/carers for	through the main gate.		
		collection at the end of the day.	One way system in		
			operation along Gordon		
			Road		
			Use of cloakrooms is not		
			permitted. Parents will	All staff	
			be asked not to bring		
			book bags or coats. In		
			the event of rain, coats		
			will be stored on the		
			back of individual pupil		
			chairs.		
			Clear markings		
			throughout the building	RT	
			and field.		
			Updated behaviour	SLT	
			charter for children e.g.		
			how to line up, how to		
			walk through the		
			building, what the		

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			markings mean. Purposeful staggered start dates to support practising of new routines. FS1, followed by FS2, followed by Y1.	SLT	
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with	Robust handwashing promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning. All staff and pupils <b>must</b> wash their	Re-visit good hygiene with all children. Discrete teaching sessions and daily reminders.	Teachers	Y
	COVID-19:	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.  Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol—	Temporarily suspend uniform policy. Staff and children to wear clean clothes daily. Relaxed, but appropriate, attire: clothing that can be easily washed/dried.	All	Y
		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.  Posters are displayed by sinks to show	Rota for toilet breaks. Allocated 'bubble' staff member for incidental toileting. All children are supervised in the toilets.	SLT	Y
		how to effectively wash hands. Catch it, Kill it, Bin it posters displayed around the school.	Ensure sufficient disposable tissues are available in school.	SL, RT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.	Display handwashing posters by all sinks	NR	Y
		Hand sanitiser is available but should only be used whereby handwashing is	Display Catch it Kill it Bin it Posters around school	NR	Y
		not accessible rather than a general alternative to handwashing.	Ensure sufficient hand sanitiser is available. All staff to be provided with pocket sized hand sanitizer bottle.	SL	
			Dispensers in centralized areas.	SL, RT	Y
Possible contamination in	Pupils, staff, visitors, and the	Parents are not currently allowed into reception area without an	Main internal school door must remain	All staff	Υ
reception areas and office	general public becoming infected with COVID-19:	appointment.  Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and	closed. Additional cleaning in offices has been arranged with caretaker.	SL, PC	
		accommodated either outside or in a planned manner within the building. Staff to pass through reception one at a time (unless residing in same house). Due to office size, layout and limited space, non-office-based staff are not to enter the office area, requests to be	Office door to be kept open. Partition off photocopier. Staff must knock prior to entering. NR + 1 staff member only.	All staff RT, NR	Y
		made from the doorway.	HT office has adequate	SLT	Υ

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		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.	space for a meeting (maximum of 3).  Meetings over 3 people will need to take place in the hall (partition off).  Staff and children are not permitted to enter the upstairs office without permission.  Everybody must knock and wait.		
			Classrooms and offices have been provided with cleaning products for incidental cleaning.	SL	Υ
			Everybody in school has their own designated work station. Part-time staff are responsible for cleaning prior/after hand-overs.	All staff	Υ
			Offsite PPA will continue – rota Friday PM	SLT	
Possible contamination within classroom/teaching	Pupils, staff, visitors, and the general public	Classrooms with external door direct to the outside to be used where possible.	Create a list of rooms with maximum occupancy levels	SLT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
and learning spaces	becoming infected with COVID-19:	Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate	Staff to bring own cutlery and cup.	All staff	Υ
		social distancing (SFAIRP).  Outdoor learning to be considered and undertaken maintaining social	Daily disposable water bottles for all children.	SL	
		distancing.  Desks and chairs positioned at suitable distances apart or marked as not to be used.	Home dinners, book bags, lunchboxes not permitted.	Teachers/TAs	Y
		Pupils to be given their own designated desk to minimise any potential cross contamination (they could design and create their own name tag) Soft furnishing such as mats/beanbags and cushions removed	Home Reading books given out to children on site every Monday. Books are returned on the Friday and remain in individual classroom boxes over the weekend.	Teachers/TAs	
		from all classroom and learning areas. Soft toys removed from all classroom and learning areas. Pupils will have named pupil pack with pens, pencils, ruler, and any other essential equipment to learning. 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.	Children are not permitted to bring in items from home. If a child is distressed before coming into school, parents can settle at the gate. In extreme separation anxiety, consider reduced timetable.	All staff	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		Resources available will be limited to what is essential for use of a daily basis and planned in advance. Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.	Markers in toilets. Only 2 end sinks are to be used (middle sinks switched off/taped off).  Deep Clean of resources	RT	Y
		Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas. Light switches, windows, and blinds only to be operated by lead	daily 2:30pm-3:30pm (rota in place). Spray disinfectants, diluted Milton solution, anti-bac wipes, dishwasher	TAs	
		teacher/staff member in the classroom.	Social distancing charter created for and with the children – including how many children playing	SLT (create)	
			with resource. Include instructions how to line up, physical contact use of toilet, moving around the classroom etc). Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence!	All staff	
Possible contamination from	Pupils, staff, visitors, and the	Staff to only access toilet areas one at a time, red and green card system on	Designated rota for toilet breaks in operation	SLT	Υ

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
use of toilet/welfare facilities	general public becoming infected with	outside door to show whether occupied or not. Pupil classes will have set toilets	– supervised visits at all times.		
COVID-19:	designated for their use.  Pupils will be monitored in their use of toilets to maintain social distancing — younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups	Staff 'bubble' rota in the event that children need the toilet outside of rota time.	SLT	Y	
		of pupils do not access toilets at the same time. Staff and pupils must wash hands	Girls toilets for group visit only.	Staff	
		thoroughly before (in classrooms) after using toilet facilities (see handwashing). Sufficient liquid soap will be available at all times in all toilets, this will be	Hand gel used after toilet use as well as washing hands	Staff	Y
		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 drier or disposable towels only, hand towels have been removed. Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.	Ensure that there are sufficient stocks of soap available	RT, SL, NR, PC	Y
Possible contamination from	Pupils, staff, visitors, and the	Break times staggered with staff and pupils allocated specific break times	Playtime and lunchtime rota in operation.	SLT	Υ

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
inadequate social distancing or cross contamination of equipment at Break	general public becoming infected with COVID-19:	and areas to be accessed.  Fixed external play equipment to be taken out of use,  Only hard equipment that can be	Markers on playground and field.	RT	
equipment at Break times or during external learning activities	sanitised prior and after use to be available to pupils Activities considered to promote social distancing during break periods. Staffing ratios assessed and determined – see plan If pupils are eating, hands to be	Deep Clean of resources daily 2:30pm-3:30pm (rota in place). Spray disinfectants, diluted Milton solution, anti-bac wipes, dishwasher	SLT, TAs		
		washed (see handwashing). After external activities – staff and pupils to wash hands (see handwashing).	PE lead to plan and resource outdoor classroom play box. Set up daily refresher activities e.g. skipping ropes, trampettes – high engagement to minimise feeling bored!	RH	Y
			Reduced playtime equipment – hard surfaces and can be easily cleaned. Climbing frames, water play, malleable not permitted.	Teaching staff	Y
			Games discussed which encourage social	Teaching staff	Y

What are the hazards?	Who might be What are you already doing? harmed and how?		Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
			distancing e.g hoola hooping, hurdles.		
			Staff supervision throughout – actively encouraging and insisting on social distancing	Teaching staff	Y
Possible contamination from inadequate social	Pupils, staff, visitors, and the general public becoming	Lunch times staggered with staff and pupils allocated specific lunch times and areas to be accessed.	Lunchtime and playtime rota with teaching staff.	SLT	Y
distancing or cross contamination of equipment	infected with COVID-19:	Areas used for eating to be set up to maintain social distancing eating (SFAIRP) Pupils supervised to lunch areas, one	Reduced lunchtime (30 minutes with earlier end day finish)		Y
		"class" group at a time.  If the same tables are being used by different pupils over lunchtime these will be cleaned with disposable tissue	Children to eat in classrooms. TAs to clean down after eating.	TAs	Y
		and anti-bacterial hard surface cleaner in between sittings. Pupils to wait in lunch areas until all of "class group" finished before going	Snacks/water bottles from home not permitted – to be provided by school.	SL, NR	Y
		either out to their designated play areas or back to classroom Fixed external play equipment to be taken out of use,	Climbing frame taped off.	RT	
		Only hard equipment that can be sanitised prior and after use to be	Playground and field markings.	RT	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		available to pupils Supervised hand washing of pupils prior to lunch (see handwashing).			
Possible contamination from inadequate social	Pupils, staff, visitors, and the general public	If assemblies take place adequate social distancing measures will be adhered to in the hall with classes	Daily Class Collective Worship.	Teachers	
distancing in other communal gatherings - assembly	becoming infected with COVID-19:	brought in separately and seated under the supervision of their teacher/lead staff member. Classes to de dismissed one at a time	Weekly whole school Collective Worship via Zoom.	KL	
		and led back to classrooms by teacher/lead staff member. If there are a large number of pupils in school, assemblies will be split to ensure social distancing can be met (SFAIRP).	Investment in field to improve outdoor communal spaces e.g large reading spaces	SLT	
Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	Sufficient first aid provisions are in place in line with the schools first aid risk assessment.	Review first aid risk assessment – with nursery, reception, and yr. 1 pupils in school their must be as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider)	AT	Y
Possible	Pupils, staff,	Disposable gloves are universally	First Aid to be given in	TAs	Υ

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
contamination by close contact when providing first aid or care to pupils	visitors, and the general public becoming infected with COVID-19:	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, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff delivering first aid or providing care.	classrooms or outside.  Replenish First Aid bum bags to include PPE to support with outside first aid incidents.	AT	
Possible contamination from a symptomatic person on site	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	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 a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.  Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal	Learning Zone is dedicated COVID-19 medical room.  COVID-19 guidelines to explain what to do in the event of suspected COVID-19	AT	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		outside and will wash hands thoroughly — staff member will be given the option to go home and thoroughly shower/change clothes. Government quidance will then be followed			
Insufficient or inappropriate PPE available or misuse of PPE	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	Disposable gloves and aprons and masks, and aprons available for use as identified required.  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.  Staff will be shown how to safely remove apron and gloves.		AT	Y
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	The movement of staff and pupils around the school to be planned and manged when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.  Whilst it is acknowledged that fire doors play and integral role in school safety, it is currently assessed that key corridor doors will be held open to	One-way system, clear marking and signs throughout school.  Updated behaviour charter, shared with all children and reinforced daily.	RT KL	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		avoid handle contamination. Fire doors to be closed when pupils leave site.			
			Teachers responsible for classroom fire doors to be closed when room is empty. CleanSlate responsible for end of day.	Teachers SL, PC	
Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Social distancing measures of 2 meters (SFAIRP) must be observed at all times. Staff not to enter specific offices without invite/prior planning. Within staffroom chairs to be positioned/moves to promote social distancing. Staff to wash hands prior on entering staff room before preparing and food or making drinks. Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher. Where shared computers are used for		All staff	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.  Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.			
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.  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.  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	DDAT minimum cleaning standards shared with CleanSlate	SL, RT, PC	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
		spray and disposable tissue as they go along.  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.  Additional cleaning of touch points is taking place daily (all door handles, light switches, and handrails).  All internal bins will be emptied daily to external bins.  In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.			
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	Standard waste will continue to be managed in line with existing arrangements.  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.		SL, PC	Y
Social distancing on	Pupils, staff,	If any schools manage their own	N/A	N/A	N/A

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
school transport services	visitors, and the general public becoming infected with COVID-19	school transport -please get in touch or insert your control measures here.			
Ineffective safeguarding measures	Pupils may be more vulnerable during times of uncertainty, stress, or financial strain	School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately	Update COVID-19 safeguarding addendum Whole staff refresher safeguarding training (01.06.20)	AT, KL	
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	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.  SLT regularly checking on staff and have an open door to discuss concerns.  SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain	Review procedures and support available to staff  Display Mental Health Week Poster	SLT, SL  NR	Y

What are the hazards?	Who might be harmed and how?	What are you already doing?			o you need to do hing else to manage this risk?	Action by whom and when?	Completed
		safety (SFAIRP).					
Signature of Senior Lea	Signature of Senior Leadership Team: K.Leach K. Gilsenan P.				Date: 20.05.20		
Date review required: 01.06.2020		Date review required:	Date review required: Date revi		Date review re	quired:	