

BCPS RE-OPENING RISK ASSESSMENT

Activities Covered by this Assessment	Reopening of schools during COVID 19 (June 2020)		
Location		Organisation	DISCOVERY

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers if appropriate

This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. Once completed, please ensure final risk ratings are added.

Every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. As a trust we have worked collaboratively with heads in order to consult on health and safety matters relating to opening. SLT in turn consult with school colleagues, best placed to understand the risks in individual settings.

If a person becomes unwell during the day the school will refer to government guidance found [here](#).

Attendance: No one with symptoms should attend a setting for any reason. Eligible children – including priority groups - are strongly encouraged to attend their education setting, unless they are self-isolating, or considered to be clinically extremely vulnerable. Children categorized as clinically vulnerable should follow individual medical advice). Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Further guidance about self-isolating is found [here](#).

It is advised that schools carry out an inspection of the premises before opening and use the COVID Safe Schools – Phased Return to School Toolkit to record the findings.





BCPS RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done ?
Staff exiting cars in staff car park	Staff, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Staff are encouraged to cycle or walk to work. Reverse parking only - where practicable. Courtesy when alighting cars to be vigilant of other car park users to maintain 2m distance. Car park is to be closed by PO from 8.30 to ensure that children can enter the school safely per arrangements. 	M	M	M	<ul style="list-style-type: none"> PO to monitor situation and share concerns of inappropriate car park usage. Staff monitors for year 6 children entrance times to school. 	L	L	L	School		
Visitors to site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Visitors to site are restricted. Only visitors with prearranged appointments are allowed on site. Visitors are asked if they have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19, before they arrive on site. Visitors asked to wash hands before entering school. Visitors entering school made aware of the Social Distancing arrangements in place and instructed to follow. 	H	M	H	<ul style="list-style-type: none"> If visitors become unwell with COVID-19 symptoms whilst in school they will be asked to leave immediately and advised to follow the COVID-19:Guidance for households with possible infection guidance. Reception signage and 2-meter markings outside the office area. Only one visitor in and out of that area 	M	L	M	School		
Social distancing not	Staff, pupils,	<ul style="list-style-type: none"> Drop off times are staggered (see 	H			<ul style="list-style-type: none"> Queuing systems and 	M	L	M	School		



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being carried out at drop off time.	parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<p>rota)</p> <ul style="list-style-type: none"> • Arrangements for drop off are communicated to staff, pupils and parents/carers in advance. • Only one parent/carer attends the school per family. • Access to site and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. • Direct access to the pupils allocated classroom is available. i.e. final emergency exits. • One-way systems are used around the site. • Signage is installed for routes and entrances / exits. i.e.   • Parents / carers made aware that gathering outside school at drop off times is forbidden. 		M	H	<p>marking on pathways will be in place where traffic is likely to be high.</p> <ul style="list-style-type: none"> • Clearly marked one-way systems for walking arranged for around the site (see map) • Three separate entrances/exits to school site • Families will be sorted alphabetically for drop off so family groups can arrive together to avoid congestion. • School entrance and exit times for different classes vary to avoid congestion. • Staff on duty before and after school to maintain expectations. • Before entering the 						



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						classroom- staff will do a visual assessment of each child and look for possible signs and symptoms e.g. coughing, flushed face etc. If potential symptoms are seen, staff will advise the parent if present to take the temperature of the child and/or seek medical advice as needed. If the parent isn't present, the child would stay with an adult and a phone call home would be made.						
						<ul style="list-style-type: none"> A daily text will be sent to parents first thing in the morning reminding parents that if their child is displaying symptoms of COVID-19, they are not to bring their child to school, they need to seek medical advice and inform the school 						

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			H	M	H	as per normal absence procedures.	M	L	M			
Use of cloakroom/toilet areas	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Handwashing follows guidance for take into account the NHS guidance found on this link: Allocate / name pegs for each child within each classroom. Pegs spaced out appropriately so that coats/ bags aren't touching. Pegs to be cleaned daily. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Teacher or member of staff to supervise toilet usage (staff to ensure distancing and volunteer to wipe handles and surfaces regularly). (See cleaning hazard and controls). 	M	M	M	<ul style="list-style-type: none"> Specific groups of pupils allocated to specific toilets Nominated <i>COVID MARSHALL</i> to check toilet areas at intervals during the day. Class teachers and support staff to check pegs – and to ask children to move their own property if necessary. 	M	L	L	School		
Social distancing not being carried out within the classroom.	Staff, pupils, visitors and contractors.	<ul style="list-style-type: none"> Arrangements for the day are communicated to staff, pupils and parents / carers (see handbook). 	H	M	H	<ul style="list-style-type: none"> Rules and routines practiced on transition to the new classes and 	M	M	M	School		



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	<i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> • Staff and pupils remain in small groups (no more than 15). • Teachers (and other staff) are allocated to a group and remain with their allocated group, as far as possible, during the day and throughout each week. • Each group are distanced from other groups through staggered timetables and through the use of different areas of the school grounds. • Desks are placed as far apart as possible. • Chairs are placed at least 2m apart from each other and must not be moved. • Surplus chairs stacked and removed from circulation. • Pupils are allocated a desk and are seated at the same desk each day. • Pupils remain in the same classroom throughout the day. • Classrooms are ventilated using natural ventilation (open windows). • Doors are propped open, where safe 				<p>reminded as needed.</p> <ul style="list-style-type: none"> • Powerpoint/video clips to be delivered daily to pupils as reminders • Staff illness to be covered by members from within a teaching bubble or from those members of staff that are completing home learning for other year groups depending on the needs of the school. • Measuring equipment is available to all staff to ensure distances are adhered to. • SENDco to speak to parents of any children that may not adhere to social distancing 						



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		to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <ul style="list-style-type: none"> Pupils are encouraged not to touch their mouth, eyes and nose. Pupils informed that they must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 				measures e.g. spitting, biting, kicking etc and inform them that their child may need to be collected <ul style="list-style-type: none"> Behaviour and exclusions policy updated and shared with staff 						
Sharing equipment	Staff, pupils, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils do not share equipment. Pupils are given writing implements and a pencil case for their allocated equipment and are forbidden from using other pupil's equipment. Teaching resources are discouraged/minimized and/or removed from the setting. Soft toys and furnishings that are difficult to clean are removed from the classroom before the school reopens. Small, intricate items that are difficult to clean are removed from the classroom before the school reopens. 	H	L	M	<ul style="list-style-type: none"> See rota for class reintegration plans and time provision for preparing classes. Named drinks bottles for each child Packed lunches in own carrier bag 	M	L	M			



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Social distancing not being carried out at break times	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Break times are staggered, and locations, timings and processes are identified and communicated to all. Breaktime zones are allocated for all groups and will be separated by cones. Pupils to wash hands before and after eating/drinking. Small groups are to be maintained and not mixed. Movement around school is via a one-way system wherever possible (as displayed in handbook). Levels of supervision considered, and additional information given to supervisors. Procedures identified when First Aid is required. Activities considered, and the range of equipment reduced to minimise risk. Arrangements for the cleaning of equipment following activities/between small group use and by whom. Arrangements for 'wet breaks' 	H	M	H	<ul style="list-style-type: none"> Staff observe and reinforce Social Distancing during break times and minimise movement around school. Staff are to role model social distancing expectations to all children at all times. Children will be treated in a relevant area, specific to their classroom. Basic first aid equipment available in every classroom and every bubble. First Aid bags for first aiders-treated in the specific area on the playground 	M	M	M	school		



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		<p>considered.</p> <ul style="list-style-type: none"> Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. Any issues with social distancing to reported to a member of SLT at the next available opportunity (before the end of the day in which the incident occurred). 										
Social distancing not being carried out at lunch time	<p>Staff, pupils, visitors and contractors</p> <p><i>Reduced infection control which may result in spread of COVID19</i></p>	<ul style="list-style-type: none"> Pupil's meals will be delivered to their classrooms by lunchtime staff on a rota basis. Pupils are to wash their hands before and after eating and are encouraged not to touch their mouth, eyes and nose. Pupils to eat outdoors in a picnic style wherever possible in their groups. Areas used for eating are to be cleaned between group use. Pupils are to eat together and adults on duty are to supervise the children clearing the waste / cups etc away in an orderly fashion. Communication with catering 	H	M	H	<ul style="list-style-type: none"> Catering provider (external provider or LTS) has own risk assessment which is shared with school. Those in receipt of FSM and not in school will receive FSM voucher retrospectively Lunch bags only to be touched by the child and stored in a clearly labelled plastic bag Hung on pegs or on/under the child's desk Staff have been allocated to 						



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		<p>provider regarding food choices, timings and processes by SLT members.</p> <ul style="list-style-type: none"> Indoor lunches will be taken in classrooms and at children's own tables. Procedures for the serving of hot dinners/packed meal to maintain social distancing, including queuing system and floor marking. Cutlery and cups/ plates etc. are not to be shared. Dining area are well ventilated using natural ventilation (opening windows and door where possible). If hot food were to be provided in the future: <ul style="list-style-type: none"> Children to remain seated while food is provided to them. Airplane trays to be used to keep all foods in one place. finished trays to be cleared and stacked by children using an orderly classroom routine – younger children to be guided as appropriate. 				<p>each bubble for lunch time</p> <ul style="list-style-type: none"> Additional cleaning to be carried out after lunch in classrooms/outside as needed 						



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		<ul style="list-style-type: none"> • For cold packed meals: <ul style="list-style-type: none"> - Children eat outside observing Social Distancing when weather and temperature allows. - finished bags to be cleared and disposed of by children as normal routine. - Younger children to be guided as appropriate. • If packed lunch from home: <ul style="list-style-type: none"> - Packed lunches are stored with children's coats in named bags (communicated to parents and spare bags are to be stored in each classroom as a contingency). Children collect their lunches one at a time as instructed by their teacher • Cleaning of tables and chairs/benches completed when children are finished, and food is consumed. • At the end of 'eating' sessions, children's packed lunch containers are stored in their named bags in a central location if outside to be collected individually at the end of the 										





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		lunch period / back at their pegs one at a time if inside. • Cleaning regimes to be established for after eating packed lunches, wherever this may be										
Social distancing not being carried out at pick up	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pick up times are staggered. Parents are to wait - socially distancing - in the areas of the playground allocated to the classrooms at pick up times. Teachers to dismiss each child from the classroom in turn to their parents. Children to remain in their seats throughout. Arrangements for pick up are communicated to staff, pupils and parents/carer in advance. Only one parent/carer attends the school per family. Egress to schools and pupils' classrooms are communicated to pupils, parent and carer before arrival to the site. Direct egress to the pupils allocated classroom is available. i.e. final emergency exits. 	H	M	H	<ul style="list-style-type: none"> Queuing systems and marking on pathways will be in place where traffic is likely to be high. Families will be sorted so that family groups can leave together to avoid congestion. School opens and closes at staggered times. Three separate entrances/exits for separate groups of people 	M	L	M	School		



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		<ul style="list-style-type: none"> One-way systems are used around the site. Signage is installed i.e.   Parents / carers made aware that gathering outside school at drop off times is forbidden. 										
Outdoor play/PE	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Play equipment is cleaned and disinfected between each group of users or not used. On adult per group / time allocated to clean each day. Teacher / support colleagues ensure social distancing is in place. Only allow one class/group within an outside area at any one time. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation 	H	M	H	<ul style="list-style-type: none"> Pupils remain in their outdoor clothing until they are in their allocated classroom. Space out pegs so that coats/ bags aren't touching. Teacher or member of staff to supervise toilet usage and inform cleaning staff of any issues. (See cleaning hazard and controls). Specific activities devised by PE lead and Sports Coaches in relation to social distancing and reduced use of equipment All equipment to be wiped 	M	L	M	School		



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Carrying out 1st aid	<p>First Aider Person being treated by the first aider. (Carrying out 1st aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or</p>	<ul style="list-style-type: none"> A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance If a child presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents called to collect them. If an adult presents symptoms of COVID-19 they will be isolated in the medical room/first aid area away from people and parents and will be asked to go home and Social Distance as per Gov.uk guidance. Persons who have symptoms will isolate for 7 days and will not be in school. The first aider will wash their hands for at least 20 seconds with soap and water. Gloves will be worn to deliver first aid. 	H	M	H	<p>after use</p> <ul style="list-style-type: none"> By 22.5.20 a letter will be going out to parents with current updates, expectations with regards to opening. This letter must clearly state that parents must not send their child to school with PPE. Key Stage 2 intervention room (opposite the Key Stage 2 disabled toilet) to be used as the decontamination area – As per RA - if a PPE is used it needs to be disposed of in a double bag (tied) and left 72 hours locked in this room. Then it can be safely disposed of. Three pairs of goggles 	M	L	M	School		



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	<p>respiratory droplets entering the persons eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<ul style="list-style-type: none"> where possible Latex gloves will be avoided to remove the risk of allergic reaction. The first aider will cover any cuts on their hands with waterproof plasters. The first aider will avoid putting their fingers in their mouth and touching their face. The first aider will avoid touching any part of a dressing that will come in contact with a wound. The first aider will wear goggles to prevent bodily fluids being splashed into the eyes. After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) goggles will be rinsed with clean water after being disinfected. After using the face masks, aprons 				<p>have been ordered for this purpose</p> <ul style="list-style-type: none"> Equipment for each bubble to be provided First aiders allocated to each bubble Video sent to all staff and the poster to be displayed in each classroom- also on TEAMS 						



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		<p>and gloves will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin.</p> <ul style="list-style-type: none"> • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE and PHE Poster is displayed in the first aid rooms. <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-</p>										



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		aerosol-generating-procedures <ul style="list-style-type: none"> No food will be stored or eaten in the medical/first aid room. After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 										
Intimate care	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Face coverings (or any form of medical mask where instructed to be 	H	M	H	<ul style="list-style-type: none"> All parents spoken to by SENCo for children that have intimate care plans about the use of PPE. This is also written into their current intimate care plan as an update For children with intimate care plans, staff spoken to about new procedures PPE guidance/video link 	M	L	M	School		



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		<p>used for specific clinical reasons) will not be worn during this activity by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <ul style="list-style-type: none"> Children, young people and students 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, using the same PPE as they have always done for this task. This PPE may include: Gloves / Apron If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. After using the face masks, aprons and gloves they will be correctly doffed 				shared with all staff to look at before their return to school						



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		and placed straight into a double bag and the bags tied. The bags will then be stored in a locked room for 72 hours before putting them into the external waste skip/bin. <ul style="list-style-type: none"> If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 										
Social distancing not being carried out during the use of Staff facilities	Staff, pupils, visitors and contractors <i>Reduced infection control which may result in spread of</i>	<ul style="list-style-type: none"> Staff areas have been organised to achieve social distancing and Additional rooms are allocated to each year group staff members – see handbook. Break times are to be staggered to reduce numbers in the room and to ensure adequate supervision of the pupils. Staff are reminded to wash hands before and after using refreshment 	H	M	H	<ul style="list-style-type: none"> When it cannot be guaranteed water dispensers can be used safely – coolers will not be used and put out of use with appropriate signage displayed. 	M	L	M	school		



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	COVID19	facilities. <ul style="list-style-type: none"> NHS hand washing posters have been installed above sinks to give information on good hand washing techniques. Shared crockery and cutlery is removed. All staff are to provide, use and store appropriately their own cups / eating equipment. Use of signs to inform of hand washing prior to entering/using facilities. Reusable sponges are removed Surfaces are wiped down between use and door handles cleaned Dishwasher is used to clean crockery and cutlery where possible. Water dispenser procedures have been modified to ensure no cross contamination. 										
Social distancing not being carried out during Catering provision	Staff, LTS Catering/Catering Staff from external company, pupils, visitors and	<ul style="list-style-type: none"> Robust communication links with hot meal provider established. Meeting in preparation of re-opening to confirm operational controls 	H	M	H	<ul style="list-style-type: none"> Regular email communication with City Catering in place Hall not being used for lunches 	M	M	M			



BCPS RE-OPENING RISK ASSESSMENT

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	contractors <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Hand cleaning facilities available upon entering hall and when leaving Procedures established for mealtimes and information communicated to staff and pupils. Pupils' food allergy information is up to date Facilities to stagger service times to avoid congestion and contact Staffing required to extend service times (Internal and external staffing) Additional training has been provided to lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)- 				<ul style="list-style-type: none"> See above for specific arrangements for lunch provision Information communicated to parents and staff Lunchtimes staggered 11.30-12.30 and 12.30-1.30 Numbers will be ready for the kitchen staff and school staff will collect from the kitchen area Jug of water, plastic disposable cups and a black bin liner will be provided for each class 						
Assembly	Staff and pupils <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Whole school assemblies/Collective Worship will not take place. Head/teaching staff addresses individual groups, within their classroom. Provision for daily act of Collective Worship will be made in classrooms. 	M	L	L	<ul style="list-style-type: none"> Ensure that children that are not in school can access the daily assembly videos via online learning platforms 	L	L	L	School		
Cleaning	<i>Reduced infection</i>	<ul style="list-style-type: none"> A detailed cleaning schedule will be 	H	M	H	<ul style="list-style-type: none"> Deep cleaning schedule 	M	L	M	School		



BCPS RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
	<i>control which may result in spread of COVID19</i>	<p>implemented throughout the school, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <ul style="list-style-type: none"> • Hard surfaces to be cleaned with soap and water prior to disinfecting. • Disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. • Extra attention is given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are checked and replaced as needed by the Premises Officer and cleaning staff. • Enhanced cleaning regimes in place for toilet facilities, particularly door 				<p>available to support enhanced clean.</p> <ul style="list-style-type: none"> • Gov.uk guidance to be monitored to ensure the most up to date information is always available. • Staff that have volunteered to clean are to be briefed on how things should be cleaned and when by PO • Cleaning staff asked to be flexible with their hours as needed 						



BCPS RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		handles, locks and the toilet flush, etc. <ul style="list-style-type: none"> Only cleaning products supplied by the school are used. Please refer to the school's COSHH risk assessments for further control measures in relation to cleaning chemicals used. PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used. Bins for tissues are emptied throughout the day Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip. 										
Carrying out daily building maintenance	Staff and pupils. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment). Only essential maintenance is carried out during school opening hours. Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the 	M	M	L		M	M	L	PO		



BCPS RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		area is cordoned off. <ul style="list-style-type: none"> Social distancing is maintained throughout working procedures. 										
Contractors working on site	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Contracted work is carried out when the school is closed to staff and pupils. Any documentation required is sent/received prior to the contractor arriving on site. Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences. 	M	M	L		M	M	L	PO		
Emergency procedures	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of egress from building. Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence). Staff, pupils, visitors and contractors' social distance at assembly areas (2m 	H	M	H	<ul style="list-style-type: none"> Clear guidance given to staff and any visitors Pupils to be talked through the fire evacuations procedures 	M	L	M	School		



BCPS RE-OPENING RISK ASSESSMENT

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			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done ?
		separation) as far as is reasonably practicable.										
Use of public transport/school taxis	Staff, pupils, parents/carer, visitors and contractors. <i>Reduced infection control which may result in spread of COVID19</i>	<ul style="list-style-type: none"> Pupils are encouraged to cycle or walk to work. Robust communication links established with transport provider. Pupils and staff aware of taxi procedures and follow Social Distancing as appropriate 	H	M	H	<ul style="list-style-type: none"> Low number of pupils currently attending by taxi 	L	L	L	School		

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

- **source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are->



BCPS RE-OPENING RISK ASSESSMENT

[partially-open-during-the-coronavirus-outbreak#other-points-to-consider](#)

- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <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>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

During this activity, what could go wrong resulting in an emergency situation?	<ol style="list-style-type: none"> 1. Child displays symptoms with CV19 2. Child from teaching group who has been sent home becomes confirmed case. 3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> 1. Isolate child until collected. 2. All children in that teaching group to be sent home and told to self-isolate for 14 days. 3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.
Who should respond to a potential emergency situation and	<ol style="list-style-type: none"> 1. Staff to supervise child until collected where 2m rule cannot be implemented PPE to be worn.



BCPS RE-OPENING RISK ASSESSMENT

<p>how? Have staff been trained to respond to this emergency situation?</p>	<p>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</p> <p>3. Follow guidance: 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 Consider reallocating staff or capacity of school to remain open. Consult Trust on closure and inform LEA.</p>
<p>Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?</p>	<p>Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.</p>

Risk Assessor (s) Name(s):	Louise Barber	Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	
Date Conducted:		Date of Next Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	
		Date of Review:	



BCPS RE-OPENING RISK ASSESSMENT

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.

BCPS RE-OPENING RISK ASSESSMENT

Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

