



Risk Management Assessment Report: St Hilary School

Risk Area:	Management and Site Maintenance
Assessment Framework:	Full Opening Schools - COVID-19
Work Area or Activity:	COVID-19
Competent Person Assisted by:	Viv Laity Sarah Lyne Rob Hamshar
Groups Affected:	Parents/guardians Pupils Staff members
Notes:	Full reopening for whole school Sept 2020

Assessed on: 12/07/2020

To be Reviewed on: 30/09/2020

Risk Rating:	Below 9 - Low Risk
	9 to 14 - Medium Risk
	15 or above - High Risk

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Plan how the whole school will be accommodated and encourage attendance			
Premises not checked to ensure it is safe to re-open.	<p>Reopening checklist completed to confirm all statutory compliance inspection and testing is complete.</p> <p>This will include but not be limited to fire and safety systems, environmental hygiene and asbestos inspection. Gas Safety Systems and Kitchen Appliances.</p>	Y	Severity: 3 Likelihood:1 Risk Rating:3
Plans are not in place to identify number of classrooms and additional furniture or social distancing measures for each year group.	<ul style="list-style-type: none"> • SLT and Premises manager to review school site and specify entry/exit points and classroom use. • All children will be accommodated in school on any given day with a teacher per 'bubble'. • All classrooms being fully utilised for each year group and reorganised to allow front facing desks. • Furniture items to be arranged to be front facing (may need to acquire additional more suitable furniture e.g. replacing round tables with front facing desks). 	Y	Severity: 3 Likelihood:1 Risk Rating:3

	<ul style="list-style-type: none"> Engagement of appropriate services for families not engaging. SLT in school meet regularly to review impact of plan. 		
Moving and handling of furniture to facilitate social distancing.	Site team move furniture following Manual Handling Operations Regulations 1992 (as amended) (MHOR) and a suitable risk assessment.	Y	Severity: 3 Likelihood: 2 Risk Rating: 6
Classroom and timetable arrangements do not allow for all pupils to attend in line with guidance.	<ul style="list-style-type: none"> Agreed new timetables and confirm arrangements for each year group to allow for reduced interaction between year groups. Movement of children between classes prohibited. Classroom size and numbers reviewed through daily planning. Classrooms re-modelled, with chairs and desks front facing and spaced to allow for social distancing. Spare furniture removed that will not be used. Clear signage displayed in classrooms promoting social distancing. Hand washing facilities identified for each learning zone Arrangements in place to support pupils when not at school with remote learning at home. Zones stay together with their teachers/TA's and do not mix with other groups In EYFS handwashing supervision is in place. Consideration of staffing changes to cover absence. The EYFS environment is re-organised to meet requirements of social distancing including groups who do not mix with other children or other small groups Encourage use of outdoor space, weather dependent Stagger lunchtimes to align with staggered start and finish times. Lunchtimes in the hall for Recp/Year 1, other groups lunch in classrooms. 	Y	Severity: 3 Likelihood: 2 Risk Rating: 6
Social Distancing not maintained during physical	<ul style="list-style-type: none"> PE sessions will follow current afPE. 		Severity: 3 Likelihood: 2 Risk Rating: 4

activities (PE etc).	<p>Guidance Document: Covid-19: Interpreting the Government Guidance in a PESSPA Context.</p> <ul style="list-style-type: none"> • Pupils will be kept in their designated groups. Physical distancing will be maximised. • PE to be outdoors where possible. • Equipment will be cleaned before and after use. • Contact sports will not take place. 		
Content and timing of communications to parents and carers			
Lack of information to Parents and carers of the health and safety requirements for the reopening of the school.	<ol style="list-style-type: none"> 1. As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. 2. Advice is made available to parents on arrangements testing for COVID-19. 3. Clarify arrangements for pick-up/drop-off and break times. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Lack of information to Parents and carers of their responsibilities should a child show symptoms of COVID-19.	<ul style="list-style-type: none"> • Key messages in line with government guidance will be reinforced on a weekly basis via The School Newsletter and the school's website. • Clear procedures in place where a child falls ill whilst at school. • Ensure contact details of families are up to date. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Lack of communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place.	<ul style="list-style-type: none"> • Clarity around attendance expectations, will be communicated via School Newsletter/ website-in particular when COVID-19 is a risk factor within the family. • Resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents. • Personal items of children and hygienic storage of items – Soothers, comforters, personal toys. 	Y	Severity:3 Likelihood:2 Risk Rating:6
The school day			
This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings			
The start and end of the school day create risks	<ul style="list-style-type: none"> • Start and departure times are staggered. 	Y	Severity:3 Likelihood:2 Risk Rating:6

of breaching social distancing guidelines.	<ul style="list-style-type: none"> • The number of entrances and exits to be used is maximised; where possible each group to enter through its own access point. • Different entrances/exits are identified and used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating and parents are informed that gathering at school gates needs to be minimised. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress. 		
Staff may not fully understand their responsibilities if they or a child show symptoms of COVID-19.	<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a regular basis via email, online staff meetings and verbally. • Clear procedures in place where a child falls ill whilst at school. • Ensure contact details of families are up to date. 	Y	Severity:3 Likelihood:2 Risk Rating:6
<p>Provision for meals and FSM, wrap around care</p> <p>Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p>			
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs.	<ul style="list-style-type: none"> • Inform parents that wraparound will commence on week 2, after needs analysis. • Breakfast Club/Funzone to resume as a paid offer; taking into account numbers to be at a safe and manageable level. • Consideration of use of space for food preparation and consumption. • Communicate decisions to parents. 	Y	Severity:3 Likelihood:2 Risk Rating:6
<p>Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer</p>			

Consider alongside: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19.	<ul style="list-style-type: none"> See COVID 19 risk strategy. 	Y	Severity:3 Likelihood:1 Risk Rating:3
High risk of increased disclosures from returning pupils.	<ul style="list-style-type: none"> See COVID 19 risk strategy. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school.	<ul style="list-style-type: none"> See COVID 19 risk strategy. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting			
Pupils' behaviour on return to school does not comply with social distancing guidance.	<ul style="list-style-type: none"> See COVID 19 risk strategy. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support			
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened.	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home (and remote learning if necessary) is continuing and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered where appropriate. Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning. Consider the response to young children who have fallen behind in their self-care skills. 	Y	Severity:3 Likelihood:2 Risk Rating:6

School unable to meet full provision required in line with EHCP.	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school. Where EHCPs have been adapted to make any allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements. Support offered through LA SEND Team/ Early Years Inclusion Support Service. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school.	<ul style="list-style-type: none"> Review online offer for pupils that are unable to attend school. Learning offer for pupils unable to access online resources. Access Early Help Hub support for those pupils affected by ICT poverty. Differentiate offer for eligible children that can't attend school to support future transition. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Content and timing of staff communications including bringing in staff in advance of pupils returning			
Staffing levels can't be maintained.	<ul style="list-style-type: none"> Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff. Chair of responsible body kept informed throughout. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Identify staff unable to return to school.	<ul style="list-style-type: none"> Staff who are clinically extremely vulnerable or living with someone who is clinically extremely vulnerable, unable to attend school and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls. Identify specific activities for staff who are vulnerable/shielded. Assessed on an individual basis and plan agreed. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Staff are insufficiently briefed on expectations.	<ul style="list-style-type: none"> Staff receive daily/weekly briefings on day to day school matters. Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders. 	Y	Severity:1 Likelihood:5 Risk Rating:5

	<ul style="list-style-type: none"> • Flexible working arrangements needed to support any changes to usual working patterns are agreed. • Staff workload expectations are clearly communicated. • Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school. 		
Protective measures and hygiene			
This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings			
Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times.	<ul style="list-style-type: none"> • Consider classroom layouts, entry and exit points, staggered starts at break times, class sizes, lunch queues. • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly, with more intensive and regular cleaning of regular touch points. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Agree how safety measures and messages will be implemented and displayed around school. 	Y	Severity:3 Likelihood:2 Risk Rating:6
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures.	<ul style="list-style-type: none"> • Classroom arrangements in place. • All furniture not in use has been removed from classrooms and teaching spaces. Safe storage arranged for unused furniture. • All soft furnishings/toys have been removed in EY environment. • Resources are arranged to be used by small groups to limit the risk of cross contamination. 	Y	Severity:3 Likelihood:2 Risk Rating:6

	<ul style="list-style-type: none"> • Arrangements to be reviewed regularly. 		
Staff rooms and offices do not allow for observation of social distancing guidelines.	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. <p>Staff have been briefed on the use of these rooms.</p>	Y	Severity:3 Likelihood:2 Risk Rating:6
Queues for toilets and handwashing risk non-compliance with social distancing measures.	<ul style="list-style-type: none"> • Pupils and staff know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned more frequently to take account for the number of pupils accessing the facilities. • Monitoring ensures a constant supply of soap and paper towels. • Bins emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable. • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points. Supervised use for young pupils. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Enhanced cleaning / Enhanced hygiene			
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required.	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to September opening. • An enhanced cleaning schedule is agreed and implemented which minimises the spread of infection. • Introduce enhanced daily cleaning of doorways, handles and other frequently touched surfaces. • More frequent cleaning of rooms / shared areas that are used by different groups. • Working hours for cleaning staff are reviewed regularly to allow for increased cleaning. 	Y	Severity:3 Likelihood:1 Risk Rating:3
Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school.	<ul style="list-style-type: none"> • Cleaners are aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. 	Y	Severity:3 Likelihood:1 Risk Rating:3

	<ul style="list-style-type: none"> • Sufficient and suitable equipment is available for the required clean. • Adequate waste disposal arrangements are in place to dispose of contaminated equipment. • Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean. • Suitable PPE equipment is available if a distance of 2m from the child cannot be maintained. • Contact Public Health for additional support. 		
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established.	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Appropriate measures to supervise effective hand washing of young children are in place. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Posters & teaching reinforce the need to wash hands regularly and frequently, including on arrival at school. • Reinforce 'catch it, kill it, bin it' message. 	Y	Severity:3 Likelihood:1 Risk Rating;3
Inadequate supplies and resources mean that shared items are not cleaned after each use.	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. • A plan is in place to clean resources which have been taken home. • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. <p>Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups).</p> <ul style="list-style-type: none"> • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts. • Roles and responsibilities identified for each area with cleaning resources, e.g. 	Y	Severity:3 Likelihood:1 Risk Rating:3

	each class is allocated their own cleaning products.		
School level response should someone fall ill on site in line with government guidance			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school.	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. • This guidance has been explained to staff and pupils Use the flowchart from Public Health about how to deal with a suspected case within the pupil or staffing cohort. • Staff are aware of the location of the emergency PPE pack. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines. • Report cases to the Health Protection Team. • Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response. • Any teaching and support staff who develop symptoms of COVID-19 are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR. 	Y	Severity:3 Likelihood:2 Risk Rating:6
Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place.	<ul style="list-style-type: none"> • A specified room has been designated for children with suspected COVID-19 whilst collection is arranged. • For very young children there is a designated area available where a key person can continue to support the child away from the rest of the group until collection by parent/carer. 	Y	Severity:3 Likelihood:1 Risk Rating:3

	<ul style="list-style-type: none"> Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. <p>PPE to be used for accompanying staff where pupil symptomatic and 2 m distance cannot be sustained.</p>		
<p>Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>			
<p>Provision of PPE for staff where required is not in line with government guidelines.</p>	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood and communicated. Sufficient PPE has been procured through normal stockist. PPE requirements for individual pupils and staff have been risk assessed and sourced through normal stockist. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Avoid face to face contact and minimise interaction under 1m with young pupils, except for those with complex needs. Appropriate measures are taken on the cleaning of reusable PPE items in line with guidance. 	Y	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home.</p>	<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines. Sufficient stock has been ordered using school's usual suppliers. Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines. 	Y	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Managing premises related issues</p>			
<p>There is no agreed approach to any scheduled or ongoing building works</p>	<ul style="list-style-type: none"> Scheduled inspections for schools will continue- following COVID guidance. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and 	Y	<p>Severity:3 Likelihood:1 Risk Rating:3</p>

<p>therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</p>	<p>contractors safe including distancing and hygiene procedures.</p> <ul style="list-style-type: none"> Assurances will be sought from the contractors that they are familiar with the symptoms associated with Coronavirus covid-19, all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing will be maintained throughout any such works and where this is not possible arrangements are reviewed (out of hours work where possible). In addition to arrangements for COVID-19, normal contractor procedures will be applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 		
<p>Fire procedures are not appropriate to cover new arrangements.</p>	<ul style="list-style-type: none"> Fire procedures will be reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff, pupils and governors have been briefed on any new evacuation procedures. Fire marshals have been trained and briefed appropriately. Fire drill arranged in line with Covid plan. 	<p>Y</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Fire evacuation drills - unable to apply social distancing effectively.</p>	<p>Plans for fire evacuation drills are in place and are in line with social distancing measures.</p>	<p>Y</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>
<p>Fire marshals absent due to self-isolation.</p>	<ul style="list-style-type: none"> An additional staff rota will be in place for fire marshals to cover any absences and staff and will be briefed accordingly. <p>Staff appropriately trained in fire marshal duties as required.</p>	<p>Y</p>	<p>Severity:3 Likelihood:1 Risk Rating:3</p>

<p>Statutory compliance has not been completed due to the availability of contractors during lockdown.</p>	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, water sampling, chlorination, flushing and certification by a specialist contractor has been arranged. 	<p>Y</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty.</p>	<ul style="list-style-type: none"> • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. 	<p>Y</p>	<p>Severity:3 Likelihood:2 Risk Rating:6</p>

RISK MATRIX

SEVERITY	Death/Multiple Deaths	5	5	10	15	20	25
	Critical Injury	4	4	8	12	16	20
	Severe Injury	3	3	6	9	12	15
	Minor Injury	2	2	4	6	8	10
	No Injury	1	1	2	3	4	5
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px;"> LOW RISK - PROCEED </div> <div style="width: 30px; height: 20px; background-color: #90EE90; margin-left: 10px;"></div> </div>		1	2	3	4	5	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px;"> MEDIUM RISK - ACTION </div> <div style="width: 30px; height: 20px; background-color: #FFD700; margin-left: 10px;"></div> </div>		Unlikely	Possible	Very Possible	Likely	Very Likely	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 150px;"> HIGH RISK - STOP! </div> <div style="width: 30px; height: 20px; background-color: #FF0000; margin-left: 10px;"></div> </div>		LIKELIHOOD					