

School reopening risk assessment: Southampton City Council.

Name of school: St Mark's CE Primary School

Name of person filling out this assessment: Stephanie Bryant and Helen Crowhurst

Date of completion: 9.07.2020

Review date: December 2020 or when new guidance is released

Date of review by governing body:

When assessing risk, leaders and governors must use professional judgement and seek further advice as appropriate. We recommend that settings use the following formulae to identify risks and to formulate appropriate countermeasures.

Impact x Likelihood = Risk

Impact	Score	Health and safety effect
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.

Likelihood	Score	Expected frequency
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Overall risk rating: Impact x Likelihood = Risk						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

Level of Risk	Overall Rating	How the risk should be managed
HIGH RISK	15-25	Immediate Management Action
MEDIUM RISK	9-12	Plan for Change
LOW RISK	1-8	Continue to Manage

When completing this document please be mindful of the following guidance from the department for education:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

The following principles will apply to this phase of full opening by settings:

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

The following template is advisory only. It takes into account the latest government guidance as of July 2020 and includes the suggestions made by the DfE. However, schools will need to adapt and amend this to fully identify and reduce the risks to pupils and staff presented by Covid-19. The sections that are populated below include only Covid-19 associated risks. Leaders may wish to incorporate additional elements of their risk assessment process to include guidance on managing the site, remote teaching/working and some specific elements of safeguarding. It is for you to decide how this document will work best for your setting

What are the hazards?	Who might be harmed and how?	Overarching control measures	Specific control measures to allow for safe school reopening?	Who is responsible for enacting these measures?	When will they be completed by?	Impact score with controls	Likelihood score with controls	Risk score
Pupils enter the school with COVID-19 symptoms	Pupils, staff and visitors. Risk of CV19 infection.	1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. If anyone in the school becomes unwell with a new, continuous cough or a high	Stephanie Bryant - headteacher	September 2020	2	2	4

			<p>temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child falls ill, call will be made to the school mobile and a staff member in full PPE will collect the person showing symptoms. Child/Staff member will be moved to Headteacher's office They will remain in the heateachers, who will follow all protocols, until they leave the site.</p> <p>The child will be accompanied to the toilet, no one else will be able to use this toilet. This will then be deep cleaned before others can use it.</p> <p>HT and HOO will have full PPE if dealing with children or staff who are displaying symptoms.</p> <p>If an ambulance is called we will follow the emergency procedure already in place.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate</p>					
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			<p>unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with covid recommended cleaner after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended, as this is an unreliable method for identifying coronavirus (COVID-19). However, we will use a thermometer if we suspect a child is ill.</p>					
Poor hygiene increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	2. Clean hands thoroughly more often than usual	<p>Ensure that pupils, staff and visitors clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>The school has enough sinks for all persons within the school to wash their hands on a regular basis.</p> <p>In addition the school has hand sanitiser stations across the school and bottles of santiser in each classroom which are filled regularly.</p>	Stephanie Bryant - headteacher	September 2020	2	2	4

			<p>We will supervise the use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs will be helped to clean their hands properly.</p> <p>PBS lesson plans are planned and will be delivered on hand hygiene.</p>					
Poor respiratory hygiene increases the likelihood of infection	Pupils, staff and visitors. Risk of CV19 infection.	3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>We have enough tissues and bins available in the school to support pupils and staff to follow this routine. We will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p> <p>Risk assessments for pupils with complex needs have been carried out. Staff who are shielding or work with children with complex needs have the right to wear PPE to keep themselves safe.</p> <p>Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p>	Stephanie Bryant - headteacher	September 2020	2	2	4
Poor cleaning routines and implementation means that the virus is present on surfaces in the school.	Pupils, staff and visitors. Risk of CV19 infection.	4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	<p>Cleaning of classroom surfaces will take place twice a day. Once in the morning or evening and once at lunchtime.</p> <p>Toilets will be cleaned regularly throughout the day.</p> <p>Doors which have to be closed will have handles cleaned throughout the day.</p>	Stephanie Bryant - headteacher	September 2020	2	2	4

			The hall will only be used for PE. Equipment will be cleaned between each bubble.					
Pupils are in contact with too many other pupils throughout the school, exposing the entire school population to CV19.		5. Minimise contact between individuals and maintain social distancing wherever possible	<p>The school will work in the following bubbles;</p> <p>Year R, 1 and 2 will be year group bubbles. Year 3,4, 5 and 6 will operate in class bubbles.</p> <p>Our out of school provider will mirror these bubbles.</p> <p>No collective worships will take place outside of the bubble. These will now take place online.</p> <p>Each year group has an allocated gate for entrance and exit to the school, staggered start and finish times have been allocated. Breaktimes and lunchtimes have been staggered with clear separation on playgrounds to ensure no bubbles cross. Children will eat in class.</p> <p>Parent protocols have been distributed to explain their expectations.</p> <p>One way systems have been developed around the school site.</p> <p>Allocated toilet blocks will be given to set year groups.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move</p>	Stephanie Bryant - headteacher	September 2020	2	2	4

			<p>between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Again, we recognise this is not always possible with younger children however we will encourage this behaviour at all opportunities.</p> <p>As part of their role, leaders will need to come in to different classes, however the headteacher will monitor the regularity of this and look at alternative strategies to ensure the safety of staff and pupils.</p> <p>Measures within the classroom:</p> <p>Wherever possible children to sit in rows. Adults to spend time away from direct contact with pupils. Staff to have 1meter + zone around their work space to retract to once every 15 minutes. Staff to keep distance from each other whenever possible. When working and talking to children, try to be side onwards so not talking directly at them.</p> <p>Staff will follow the classroom guidelines we have put in place.</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong</p> <p>For children old enough, they should be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest</p>					
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			<p>children and some children with complex needs.</p> <p>Measures elsewhere</p> <p>Offices will be adapted to ensure social distancing can be adhered to.</p> <p>PPA to be taken away from school.</p> <p>Staffroom should be used only when social distancing is possible. The courtyard has been allocated as a space where staff can be at lunch, although children will cross it.</p> <p>Children should not wear coverings in school. Teachers will ask the children to remove them if they have them in class and then to wash their hands.</p> <p>Professional visitors will be provided with guideline prior to their visit which they must adhere to. Staff and children they interact with will be kept on record for 21 days</p> <p>Children will be given their own set of resources that are used regularly.</p> <p>All other resources will be limited to bubbles, anything that is shared will be cleaned between use. This is in our classroom protocols.</p>					
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Unavoidable, direct contact leads to the spread of infection.		6. Where necessary, wear appropriate personal protective equipment (PPE)	<p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <p>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</p> <p>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p> <p>Senior staff will understand and implement the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Staff who have requested PPE as part of their risk assessment are entitled to wear this.</p>	Stephanie Bryant - headteacher	September 2020	2	2	4
Infections identified in school spread to the wider community.		7. Engage with the NHS Test and Trace process	<p>All leaders must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <p>book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if</p>	Stephanie Bryant - headteacher	September 2020	2	2	4

			<p>they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>if someone tests positive, they should follow the stay at home: guidance for</p>					
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			<p>households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>					
Poor control measures lead to rapid infection across bubbles.		8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Leaders should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for</p>	Stephanie Bryant - headteacher	September 2020	2	2	4

			<p>14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected person</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-</p>					
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			<p>isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>					
Poor communication with local public health officers lead to		9. Contain any outbreak by following local health protection team advice	If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have	Stephanie Bryant - headteacher	September 2020	2	2	4

uncontrolled outbreaks.			<p>an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>					

