

Barnsley Metropolitan Borough Council
Risk Assessment Form (RA3)



Task / Activity:	Full Opening of Schools – September (Covid-19) Updated 15/09/20	Ref:	
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This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Directorate:	Schools	Date of Assessment:	August 2020
Business Unit:		Manager Responsible for Basic Activity:	D Thompson
Service / Function:	Primary Schools	Lead Risk Assessor for Basic Activity:	C Billington
Location:	Shawlands Primary School.	Risk Assessment Team Members ((e.g. employees, supervisors, managers, safety reps etc)	SLT, employees, governors.

Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. Increased cleaning regime. 	<p>Continue routine inspections of these.</p> <p>Cleaning regime to be agreed with cleaning services.</p>	<p>A Ford D Thompson C Billington</p> <p>From Sept 2020 as per schedule.</p> <p>L Barradell From Sept 2020</p>

<p>Infection Control</p>	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> • 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 • School to response to any infection by: <ul style="list-style-type: none"> ▪ Engage with the NHS test and trace process and contact their local Public Health England health protection team ▪ Manage confirmed cases of coronavirus (COVID-19) amongst the school community. School 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. ▪ Contain any outbreak. Where school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must work with their local health protection team who will be able to advise if additional action is required. • Clean hands thoroughly more often than usual. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future 	<p>All staff and parents to be aware of the procedures to be followed in the event on a confirmed case of C19.</p> <p>School will contact Test and Trace in the event on a confirmed infection.</p> <p>School will also be transparent with parents about any confirmed cases of C19, whilst following GDPR requirements.</p> <p>School will work closely with the health protection team and follow all advice in the event of an outbreak.</p> <p>Handwashing in class before lunch to be established, and children reminded to wash hands after using the toilet.</p>	<p>SLT From Sept 2020</p> <p>SLT from Sept 2020</p> <p>Teachers from Sept 2020</p>
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<p>Child/staff member becomes unwell at school with coronavirus symptoms, or have someone in their household</p>	<p>Transmission of coronavirus</p>	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high 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 10 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. • Where a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 	<p>All staff and parents to be aware of the procedures to be followed in the event on a confirmed case of C19.</p> <p>School will also be transparent with parents about any confirmed cases of C19, whilst following GDPR requirements.</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 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.</p> <p>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p>	<p>DT from Sept 2020</p> <p>DT from Sept 2020</p> <p>DT from Sept 2020</p> <p>Teachers/TAs From Sept 2020</p> <p>SLT From Sept 2020</p>

		<ul style="list-style-type: none"> If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. 	The toilet used will be cleaned and disinfected using standard cleaning products before being used by anyone else.	SLT From Sept 2020
Confirmed case of Covid 19 in someone who has attended school.	Spread of infection (coronavirus)	<ul style="list-style-type: none"> School will contact Track and Trace and the Local Health Protection Team immediately. Anyone who has been in close contact with the infected person must be sent home immediately, advised to be tested and asked to self-isolate for 14 days unless they have a negative test result. (10 days if they test positive) Parents to be informed using the template letter provided. 	<p>School will keep an accurate log of which adults have been working with which children.</p> <p>Staff to be vigilant about social distancing during social times, using different staff rooms etc.</p>	
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<ul style="list-style-type: none"> The majority of staff in education settings 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: <ul style="list-style-type: none"> 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 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>PPE to be available in areas where first aid and intimate care may be provided.</p> <p>Use of PPE to be in line with amendments to the first aid and intimate care policies.</p> <p>After use, PPE to be safely disposed of and staff to wash and sanitise their hands.</p>	<p>SLT From Sept 2020</p> <p>SLT From Sept 2020</p> <p>Teachers/TAs from Sept 2020</p>
Groups of children	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. 	<p>Where possible, classes of children will be kept as distinct 'bubbles.</p> <p>Playtimes will be staggered so Key Stages do not mix at playtime or lunchtime.</p>	<p>SLT From Sept 2020</p> <p>“</p> <p>“</p>

		<ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move 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>In Key Stage 1, phonics groups will be established requiring children from different bubbles to be in groups together. They will be encouraged to maintain social distancing.</p> <p>In EYFS the emphasis will be on hygiene and hand-washing as social distancing and keeping children in separate groups is impossible within the setting.</p>	<p>“</p> <p>EYFS staff/CA from Sept 2020</p>
Classrooms	Spread of infection (coronavirus)	<ul style="list-style-type: none"> 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. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. Adults should maintain 2 metre distance from each other, and from children where possible. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupil’s side by side and facing forwards, rather than face to face or 	<p>The ‘Keep Left’ policy in corridors will be maintained, and the need for groups of pupils to move through the school building kept to a minimum.</p> <p>Staff to be aware of the need to minimise close face-to-face contact, and set up room layouts to assist with this.</p> <p>Adults should set a good example of social distancing from children (where appropriate) and each other through school.</p> <p>Older children to be reminded of the need for social distancing where possible.</p> <p>Where practicable, rooms will be set up with children sat side-to-side. Excess furniture to be removed to allow for this.</p>	<p>SLT From Sept 2020</p> <p>SLT From Sept 2020</p> <p>All staff from Sept 2020</p> <p>All staff from Sept 2020</p> <p>Teachers from Sept 2020</p>

		<p>side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <ul style="list-style-type: none"> When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups. 	<p>Where children need to sit face to face, a distance of 2m to be in place.</p> <p>With younger children, the risk will be minimised by keeping them in year-group bubbles.</p>	<p>“</p> <p>SLT from Sept 2020</p>
Groups	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. School to consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. 	<p>Assemblies to be delivered via Zoom.</p> <p>Staggered break and lunch times to be implemented to minimise movement through school and to keep year-group bubbles as separate as possible.</p> <p>Lunches to be organised as two sittings, with children having set places to be considered. Possibility of some KS2 children eating packed lunches in a different room.</p> <p>Three staffroom spaces to be established, allocated to different phase groups.</p> <p>Staff meetings to be in the hall, socially distanced, or delivered via Zoom if appropriate.</p>	<p>SLT from 2020</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>
Drop off and pick up routines	Transmission of the coronavirus between parents/children	<ul style="list-style-type: none"> School to consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. Schools to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that 	<p>Staggered start and end times to be used with no reduction in teaching time.</p> <p>Parents to be clear about times and procedures for drop-offs and pick-ups, and</p>	<p>SLT from Sept 2020</p> <p>“</p>

		<p>gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <ul style="list-style-type: none"> School to have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. 	<p>that in-person visits to the school office should be for essential purposes only.</p> <p>Children and staff arriving at school with face coverings must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Teachers/ TAs from Sep 2020</p>
Equipment	Spread of infection (coronavirus) via use of shared equipment	<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these are to be cleaned regularly, along with all frequently touched surfaces. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Resources and areas that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	<p>Staff and pupils to have their own stationary and not share with others.</p> <p>Spray and wipes in each class, with a set area established to put shared items for cleaning between uses.</p> <p>Clear message sent home to parents about items permitted to be brought into school.</p> <p>All staff to be clear on the need for cleaning, or a quarantine period, for items shared between classes.</p> <p>Areas used by different groups to be sanitised at the end of each session.</p>	<p>Teachers from Sept 2020</p> <p>SLT from Sept 2020</p> <p>“</p> <p>“</p>

		<ul style="list-style-type: none"> Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	<p>Pupils borrowing school books to place them on the designated area for cleaning or quarantine before they are put back out.</p> <p>Boxes with days of the week on established for the return of library books to allow for 72 hours quarantine.</p>	<p>All staff from Sept 2020</p> <p>DT from Sept 2020</p>
Pupils with education, health and care plans or on SEN support	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. Teachers and special educational needs coordinators are to plan to meet these needs. 	SENDCo to work with teachers/TAs on any specific requirements on SEND pupils.	<p>SG from Sept 2020</p> <p>“</p>
Supply teachers, peripatetic teachers and or temporary staff	Movement around schools - spread of infection (coronavirus)	<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School to consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. 	All visitors required to read the visitor’s safe working practices sheet and follow all the measures in this risk assessment in terms of social distancing, use of equipment, hygiene etc.	<p>Office admin from Sept 2020</p> <p>“</p>

		<ul style="list-style-type: none"> A record is to be kept of all visitors. 	An accurate record kept of all visitors and the staff, pupils and classes they have been in contact with.	
Outdoor playground equipment	Spread of infection (coronavirus)	<ul style="list-style-type: none"> Outdoor playground equipment to be more frequently cleaned. After use of equipment children are to clean hands thoroughly. 	<p>Playground equipment to be cleaned frequently with dilute sprays.</p> <p>Children who have used the equipment to wash hands straight after use.</p> <p>Hand sanitisers to be fitted to walls near play areas.</p>	<p>All staff from Sept 2020</p> <p>“</p>
Extra-curricular provision e.g. breakfast/afterschool clubs, holiday clubs etc	Spread of infection (coronavirus)	<ul style="list-style-type: none"> School to consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. School to consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then school should use small, consistent groups. 	<p>After school clubs will not resume until at least after October half term holiday where a new assessment will take place.</p> <p>Single phase clubs to be considered to reduce the possible risk of infection.</p>	<p>SLT from Sept 2020</p> <p>SLT from November 2020</p>
Physical activity in school	Spread of infection (coronavirus) through contact	<ul style="list-style-type: none"> Pupils to be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. 	<p>PE to be taught in individual classes, with equipment cleaned/quarantined as appropriate. No contact sports planned.</p> <p>Outdoor sports prioritised for Autumn term; when the hall is used, it will be well ventilated and activities appropriate for social distancing.</p> <p>Children to wash hands after all sport activities.</p>	<p>SLT from Sept 2020</p> <p>“</p> <p>All staff from Sept 2020</p>

	<ul style="list-style-type: none"> School is able to attend extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing. 	<p>Risk assessments for any extra-curricular sports to be read and such events attended only if considered safe.</p> <p>Children to be encouraged to be active at playtimes and regularly participate in the daily mile.</p>	<p>SLT from Sept 2020</p> <p>All staff from Sept 2020</p>
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Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	
Date	15/09/20
Date of planned review (not to exceed 12 months)	October 19th 2020
Date of planned full re-assessment (not to exceed 24 months)	July 9th 2021