

Coronavirus (COVID-19) Full opening of school – Post lockdown	<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>	Ref No	C19/001
		Date	08/07/2020

Task Description	March re-opening school risk assessment	Location	All Areas	Date of Review	01/10/2020, 13/11/2020, 8/1/21, 26/2/2021
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers	Risk Assessment			Revised Risk Assessment with Further Control Measures
<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>
		<b>L</b>	<b>S</b>	<b>R</b>	<b>Modified</b>

<b>Full School Re-opening</b>	<p>As part of the Governments road map out of lockdown it was announced on the 22<sup>nd</sup> February, that all schools will reopen from the 8<sup>th</sup> March 2021.</p> <p>All staff given the opportunity to ask questions or ask for clarity.</p> <p>All staff know where they are due to be based from 8<sup>th</sup> March 2021.</p> <p>Lateral Flow Device Testing is now in place for all staff who wish to take place in the twice weekly process.</p>	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	3	4	<b>M</b>
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<b>Early Years &amp; Primary aged children – lack of understanding</b>	<p>Early Years &amp; Primary aged children cannot be expected to remain 2 metres apart from staff and other children. Staff have been made aware of risks and have access to a face covering (supplemented by a visor) where required).</p> <p>Adults will be encouraged to retain 2 metres distancing when possible from children and always from other adults.</p> <p>We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.</p>	3	4	<b>M</b>	We will be using songs, rhymes and repetition as well as good routines to embed regular handwashing and not touching.	3	4	<b>M</b>
<b>Visitors to premises: Including Contractors and Parents</b>	<p>All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.</p> <p>No adults allowed on site other than staff unless they have a prearranged appointment</p>	1	4	<b>L</b>	See visitors risk assessment for more information (not attached).	1	4	<b>L</b>

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	<p>Staff and visitors are to wear face masks when transitioning around the school and in general communal areas.</p> <p><b>Note:</b> Children under the age of 3 will not be permitted to wear face masks for safety reasons.</p> <p>Only essential visits or those that enhance the school’s curriculum will be authorised during the lockdown period. All visitors must comply with the school’s protective measures and risk assessment.</p> <p>Extra-curricular activities which are not primarily to enable parents to work, seek work or provide respite care will only be able to continue where there is no mixing of bubbles, they operate in line with the school’s wider protective measures and, whilst not the main purpose, do enable parents’ ability to work</p>							
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<b>Before/After School Entry/Exit Procedures.</b>	<p>We will seek parental permissions for Yr. 6 children, to enable as many as possible to walk to and from school independently (to avoid playground grouping).</p> <p>Stagger start and finish/ lunch and play times across school</p> <p>There will be a one-way system for the school so far as is practicable.</p> <p>Staff at the gate on a morning encouraging children to enter the school site without a parent.</p> <p>Staff and visitors to wear face masks when transitioning around the school and in general communal areas.</p> <p><i>*See Organisational plan for specific group arrangements</i></p>	3	4	<b>M</b>	<p>Continue to review entrance and exit procedures based on feedback from staff and parents.</p> <p>All parents/guardians will be encouraged to wear a face covering when dropping off and picking up their children from school if on the school site.</p> <p><b>Note:</b> Children under the age of 3 will not be permitted to wear face masks for safety reasons.</p>	2	4	<b>M</b>

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<b>Handwashing or sanitising</b>	<p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <p>Where need identified alcohol gel be made available to staff and pupils. Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided</p> <p>Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p>	2	4	M	Ongoing Monitoring	2	4	M
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	<p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>Staff and Pupils are directed to wash their hands before and at the end of the school day, before and after eating and following coughing and sneezing and where additional need identified.</p>							
<b>Lunchtimes/ Playtimes</b>	<p>See Organisational plan (attached) for specific group arrangements.</p> <p>Catering staff <b>must</b> wear either a <b>face mask (or when practicalities or health dictates a visor)</b> when serving on the counter or at a till point as they will be in direct face to face contact with students/pupils.</p>	2	4	M	School kitchens are fully operational but must comply with the <a href="#">“Guidance for food businesses on Coronavirus (COVID 19)”</a> .	2	4	M

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	<p>Catering staff <b>may</b> choose to wear a <b>visor</b> when preparing food or working in the kitchen.</p> <p><b>Masks must not be worn</b> when preparing food or working in the kitchen due to food safety issues as staff could touch the mask or face when wearing them.</p>							
<b>Classrooms</b>	<p>2m social distancing will be in place around the teachers normal position. Teaching staff will have access to face coverings and visors when working closely (for limited periods) with children. Face visors should be seen as an additional measure with face coverings take precedence.</p> <p>Where practicable Children will sit facing the forwards next to each other not side on or facing each other.</p>	3	4	M	<p>See Organisational plan (attached) for specific group arrangements.</p> <p>PE Kits in School to be reviewed in line with weather conditions.</p> <p>If required children/staff may wear additional clothing.</p>	2	4	M

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	<p>To prevent infection spread on handles and for air flow, where possible, classroom doors and windows should be kept open;</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.</p> <p>Provisions for regular spot cleaning are located in each classroom.</p>				Agreement will be needed from SLT before any member of staff is asked to support multiple bubbles and this will be tracked.			
<b>Ventilation</b>	<p>Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a></p>	1	4	<b>L</b>	<p>All the schools mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations.</p> <p>All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and</p>	1	4	<b>L</b>



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					doors (where appropriate) are fully opened within their office, classroom etc.			
<b>Resources/Pupil Supplies</b>	Individual children's equipment will be minimal and kept where possible at their table.  Pods are able to share equipment but it will be cleaned on a more regular basis.	3	4	<b>M</b>	Children encouraged to wash hands / use hand gel before lessons and after each lesson  When marking is required time in close contact with pupils should be limited and a face covering should be used. Marking when possible should be completed away from pupils and hands must be washed or sanitised before/after and when appropriate during marking pupils books. (Sanitiser should be available in all classrooms so teaching staff have easy access)	2	4	<b>M</b>

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					When taking work home for marking, only essential items should be taken out of school.			
<b>Contamination of outdoor play equipment</b>	Outdoor play equipment not to be used apart from in Nursery, where it will be cleaned daily.	2	4	<b>M</b>	All fixed play equipment in use to be washed on a more regular basis and a thorough clean must take place between use by different bubbles.	2	4	<b>M</b>
<b>Facilities and Premises</b>	The re-opening checklist will be completed by the Head Teacher/Caretaker prior to re-opening and a completed version attached to the risk assessment for reference.  The school are to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	<b>L</b>		1	4	<b>L</b>
<b>Extra-curricular Activities</b>	All extra-curricular activities, other than essential wraparound care have been suspended.	1	4	<b>L</b>	From the 8 <sup>th</sup> March 2021 all before and after-school educational activities will resume.	2	4	<b>M</b>

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<b>Lettings</b>	All lettings other than essential wraparound care have been suspended.	1	4	L	All lettings other than essential wraparound care have been suspended. This will be reviewed after the Easter break.	1	4	L
<b>Home Visits</b>	No home visits will be carried out until further notice.  Discussions with parents/carers to take place using technology when possible.	1	4	L		1	4	L
<b>Cleaning</b>	See cleaning schedule.  Toilets will be cleaned at lunchtimes and any other time deemed necessary.  PPE can be worn by all cleaning staff (disposable gloves and aprons) if cleaning staff want to.  All cleaners will have own set of cleaning resources to reduce the risk of indirect transmission.	2	4	M		2	4	M

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	All areas within school will be cleaned thoroughly on a daily basis. Particular attention will be paid to touch points such as door handles, light switches and handrails.							
<b>Handling Cash</b>	Taking cash payments from parents/carers.	2	4	<b>M</b>	No cash to be handled in school.	1	4	<b>L</b>
<b>Deliveries</b>	Advise all delivery drivers that no goods or food should be physically handed over.  Location as a set drop-off point agreed in advance. If goods are of a significant size all internal doors should be open.  Welfare facilities identified which can be used if required and cleaned before re-use.	1	4	<b>L</b>		1	4	<b>L</b>

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<b>Staff room/eating and safe use of facilities</b>	<p>Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Staff should wherever possible bring in packed lunches and a flask for hot drinks, the use of tea clubs is prohibited</p> <p>Staff to be encouraged to remain on site during lunch and breaks, when this is not possible, staff are advised to maintain social distancing while off-site.</p> <p>Occupancy to be displayed on the door of staff rooms and meeting rooms. Restrict the number of people using staff room at any one time.</p> <p>All staff to wear face coverings in communal areas where 2m distancing can't be assured.</p>	2	4	<b>M</b>		2	4	<b>M</b>

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	These may be removed for eating and drinking purposes.							
<b>Meeting Rooms/Offices</b>	<p>The maximum occupancy of their offices. The maximum occupancy should be communicated with staff. Displaying the occupancy on the door is a quick and simple method to communicate this information.</p> <p>Encourage increased natural ventilation in smaller offices. This includes allowing time between meetings for air to settle.</p> <p>Staff should leave their desks as clear as possible so that it can be easily cleaned. Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal.</p>	2	4	<b>M</b>	All staff to wear face coverings in communal areas where 2m distancing can't be assured. These may be removed for eating and drinking purposes.	2	4	<b>M</b>

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	The maximum occupancy for offices should be communicated with staff and displayed on the door.							
<b>Emergency Procedures</b>	<p>Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.</p> <p>The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p>	2	4	M	A fire drill will be carried out during spring.	2	4	M

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	Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.							
<b>First Aid/Possible COVID-19 Symptoms</b>	<p>First aid equipment will be available in each classroom. Where possible, teachers/ teaching assistants/ lunch time supervisors should provide minor first aid to any child who requires it. Protective equipment, such as gloves and a mask, should be worn when first aid is administered.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them. Suitable PPE equipment must be worn. PPE is in place.</p> <p>See link for instructions on donning and doffing.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data</a></p>	2	4	M		2	4	M



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	<a href="a/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">a/file/877658/Quick guide to donning doffing standard PPE health and social care poster .pdf</a>							
	<p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.</p>							
<b>Contact due to personal / intimate care</b>	<p>Staff must wear the normal personal protective equipment they need for giving intimate/personal care.</p> <p>Disposable gloves, visors and aprons available.</p> <p>PPE Is in place and staff have being given instruction on how to use, store, clean and dispose.</p> <p>See PPE Matrix.</p>	2	4	<b>M</b>		2	4	<b>M</b>

Coronavirus (COVID-19) Full opening of school – Post lockdown	<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>	Ref No	C19/001
		Date	08/07/2020

Task Description	March re-opening school risk assessment	Location	All Areas	Date of Review	01/10/2020, 13/11/2020, 8/1/21, 26/2/2021
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers	Risk Assessment			Revised Risk Assessment with Further Control Measures
<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>
					<b>Modified</b>
					<b>L</b> <b>S</b> <b>R</b>

<b>Staff Wellbeing</b>	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p><a href="https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems">https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems</a></p> <p>Staff receive sufficient breaks during the school day. Staff informed of 24 hour free counselling service.</p>	3	4	<b>M</b>	Monitor - Staff co-ordinate in individual Pods	2	4	<b>M</b>
<b>Sensory Seeking Behaviours displayed (SEND issues)</b>	<p>Pupils with sensory seeking behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.</p>	3	4	<b>M</b>	Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / anti-bacterial wipes.	2	4	<b>M</b>

Coronavirus (COVID-19) Full opening of school – Post lockdown	<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>	Ref No	C19/001
		Date	08/07/2020

Task Description	March re-opening school risk assessment	Location	All Areas	Date of Review	01/10/2020, 13/11/2020, 8/1/21, 26/2/2021
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers	Risk Assessment			Revised Risk Assessment with Further Control Measures
<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>
					<b>Modified</b>
					<b>L</b>
					<b>S</b>
					<b>R</b>

	Relevant staff are involved in the risk assessment and follow action set out via risk assessment.  Staff and pupils to wash their hands/sanitise regularly.							
<b>Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)</b>	The school has no members of staff who are currently shielding.  One member of staff has a risk assessment upon returning on 8 <sup>th</sup> March.	1	5	L	Whilst in lockdown, shielding staff must work from home, they should not attend work for this period of restrictions.  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	1	5	L

Coronavirus (COVID-19) Full opening of school – Post lockdown	<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>	Ref No	C19/001
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<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>
		<b>L</b>	<b>S</b>	<b>R</b>	<b>Modified</b>

<b>Clinically Vulnerable Staff (Including BAME, pregnancy etc.)</b>	<p>The school currently have 1 member of staff who are classed as vulnerable under the Government Guidance.</p> <p>Staff members to inform the Head Teacher if they think they would be classed as vulnerable and are at a greater risk from the Corona virus. Advice has been sought from H&amp;S.</p>	3	4	<b>M</b>	<p>The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance.</p> <p>All staff within this category will be given a copy of the risk assessment for reference.</p> <p>Where a member of staff has further concerns, the Head will agree whether a furthermore details individual risk assessment is required.</p>	2	4	<b>M</b>
<b>Potential Symptoms (General) Significant breathing difficulty. High Temperature</b>	<p>General precautions as advised by the Government strictly observed:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>Put used tissues in the bin immediately</li> </ul>	3	4	<b>M</b>	<p>Amy member of staff presenting with symptoms whilst in school will inform the Head Teacher/Deputy Head via either the radio if outside or classroom phone within their Pod.</p>	2	4	<b>M</b>



Coronavirus (COVID-19) Full opening of school – Post lockdown	<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>	Ref No	C19/001
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Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers	Risk Assessment			Revised Risk Assessment with Further Control Measures
<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>
		<b>L</b>	<b>S</b>	<b>R</b>	<b>Modified</b>

	All staff members are encouraged to take place in the twice weekly Lateral Flow Device testing which will offer an early warning of individuals who are infected.							
<b>NHS Test and Trace/NHS Test and Trace App</b>	<p>Close contact means:</p> <ul style="list-style-type: none"> <li>having face-to-face contact with someone less than 1 metre away (this will include times where you have worn a face covering or a face mask).</li> <li>spending more than 15 minutes within 2 metres of someone.</li> <li>travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.</li> </ul> <p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition</p>	2	4	M	Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App. Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.	2	4	M

Coronavirus (COVID-19) Full opening of school – Post lockdown		<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>			Ref No	C19/001		
					Date	08/07/2020		
Task Description	March re-opening school risk assessment	Location	All Areas		Date of Review	01/10/2020, 13/11/2020, 8/1/21, 26/2/2021		
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment			Revised Risk Assessment with Further Control Measures		
<b>Hazards / Consequences</b>	<b>8<sup>th</sup> March opening Nursery – Year 6</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Possible further consideration and monitoring</b>	<b>Modified</b>		
						<b>L</b>	<b>S</b>	<b>R</b>
	of 'close contact' when communicating with Test and Trace.				<a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a>			

Coronavirus (COVID-19) Re-Opening & Wider Opening Risk Assessment		<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>			Ref No	C19/001
					Date	08/07/2020
Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas		Date of Review	01/10/2020, 13/11/2020
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment		Revised Risk Assessment with Further Control Measures	
<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Further Control Measures Required</b>	<b>Modified</b>
						<b>S</b>

#### Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

#### General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridors, to adhere to the non-verbal signalling method of communication to reduce the risk of the virus spreading.
- When with the children, do not bend down to their level and wherever possible stand to the side or the back of the child.
- Staff must adhere to social distancing guidelines both inside and outside of school.
- All advice to be sought from Public Health.


***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***



Coronavirus (COVID-19) Re-Opening & Wider Opening Risk Assessment		<b><u>CAPTAIN COOK PRIMARY SCHOOL</u></b>			Ref No	C19/001
					Date	08/07/2020
Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas		Date of Review	01/10/2020, 13/11/2020
Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members/carers		Risk Assessment		Revised Risk Assessment with Further Control Measures	
<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Further Control Measures Required</b>	<b>Modified</b>
						<b>S</b>

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Amy Young
	Signed: 		Signed: <i>Amy Young</i>
	<b><i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i></b>		<b><i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i></b>

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**






Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of the corresponding colored regions.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						



### Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

*The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.*

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	<b>X</b>
Kitchen/Dining roles	When hand washing facilities are not available	<b>X</b>	In line with normal guidance and while clearing used crockery/cutlery	<b>X</b>	<b>X</b>
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	<b>X</b>	<b>X</b>
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	<b>X</b>
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	<b>X</b>	<b>X</b>	<b>X</b>

## **COVID-19 Re-Opening Organisational Checklist**

### **Section A**

**All school premises that have been closed to children and staff since 23 March 2020**

#### **Actions required:**

- Flushing the water system in accordance with the school's legionella risk assessment and policy.
- Checking that there are no leaks in the water system and that there is provision of hot water.
- Ensuring the safety and quality of the water by:
  - disinfecting the water system by raising the temperature of the heating of the system; or
  - in schools which have cooling towers/AC systems, microbiologically testing the water and receiving a positive clearance.
- Testing the fire alarms/smoke alarms/panic and accessible-toilet alarms.

#### **Checking:**

- the fire-door mechanisms;
- gas supply;
- kitchen equipment; (MBC)
- ventilation system;
- key holder information;
- the fixed wiring (if the scheduled tests required by regulations have not taken place in the last sixth months);
- emergency lighting;
- Inspection of lifts (if the scheduled tests required by the regulations have not taken place in the last six months);

- Inspection of all known asbestos sites (these may have been damaged by rodent activity during the closure).
- Inspection for rodent activity and/or infestations (commissioning of pest control may be required).
- Cleaning of the premises
  - Deep cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within five days before the date of reopening, any areas accessed by that person must have a deep clean of touch surfaces.

## **Section B**

### **For schools who have been partially open for key worker children**

If only part of the school premises has been open, the checks in Section A of this checklist must be carried out for all parts of the building and any other buildings on the site which have been closed for any period of time.

- Cleaning of the school site**
  - If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.

## **Section C**

### **All schools**

Planning for the reopening of the school should be on the basis of phased re-entry of pupils, and below are listed the factors which must be considered in planning for reopening.

- Assessment of the availability of staff for all activities during the school day, including lunchtime and break supervision, and to provide support for pupils with special or additional needs, considering:
  - staff who have underlying medical conditions (as defined in government guidance);
  - staff who are subject to shielding or are in a household where someone is shielding;
  - staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
  - the availability of supply staff to cover any vacancies or long-term absences.
- Defining the expectations about teaching and learning, including:

- how the number of pupils returning to school each day will be managed to ensure that social distancing is maintained, and account is taken of:
  - which categories of pupil may be given preference in any phased modification of controls on schools, such as pupils with special/additional education and support needs or who might otherwise be vulnerable, or pupils in particular year groups; for example, pupils who are preparing for qualifications or who may have been among the most disrupted by the partial closure of schools to date;
  - the ability of certain pupils to maintain social distancing;
  - arrangements for staff and pupils during breaks and lunchtimes, including supervision of pupils in the context of social distancing.
  - any subject-specific requirements that they may need to inform the numbers and categories of pupils attending school.
  
- the extent to which existing planning, schemes of work and programmes of study will need to be adapted to take account of:
  - the number of pupils who will be on site;
  - the age and stages of development of these pupils;
  - the frequency with which pupils will be expected to attend;
  - the suitability of materials and resources for working with pupils who may need to attend school irregularly;
  - those pupils with special/additional educational support needs.
  
- the support, time and resources that will need to be made available to teachers and other staff to make any necessary preparations in respect of the above;
- availability of appropriate personal protective equipment (PPE) and access to hot water and soap and arrangements for the regular cleaning of touch surfaces throughout the day.
  
- Review of the current risk assessments individual pupils may have
  - These may not be appropriate or may need extending to take account of the new situation relating to the change in the nature of the provision being made and the provisions of COVID-19 guidance.
  
- Risk assessments of other pupils
  - pupils who have not previously been risk assessed but in the new circumstances may pose a risk;
  - pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
  - potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.

As required under health and safety legislation, all risk assessments should be subject to consultation with staff.

Review of the school's pupil behaviour policy to ensure that it covers COVID-19-related incidents

- Make provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk.

Assessment of the availability of school transport, including transport for pupils with special needs

- Assess the availability of transport and the arrangements being made by the transport providers for compliance with social distancing. NA

Review of the arrangements for routine maintenance of the premises

- Assess how this will be carried out while maintaining social distancing and consider minimising risk by limiting maintenance to regulatory requirements and emergencies.

***I am satisfied that the actions within this checklist have been actioned and are sufficient to mitigate identified risks.***

Name:	
Signature:	
Date:	