



St Peter's Eaton Square CE Primary School – September 2020

School reopening: risk assessment

The example measures we list are based on current (as at 26 August 2020) government guidance:

- > [Guidance for full opening: schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Implementing preventative measures in education settings](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)

SEVERITY	5 Catastrophic	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	4	6	8	10
	1 Negligible	1	2	3	4	5

1 - 3	Low risk
4 - 6	Moderate risk
8 - 12	High risk
15 - 25	Very High risk

HAZARD	WHO MIGHT BE HARMED	Current rating	CONTROLS TO BE PUT IN PLACE	Revised rating	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 		<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Pupils will be isolated in the studio area of the main hall. If a pupil who is isolating needs to use the toilet, they will use the disabled toilet nearby which will then be closed until thoroughly cleaned.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>		<p>Headship Team</p>	<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	

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			<ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person 				

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			<ul style="list-style-type: none"> Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>				
Contact with coronavirus when getting to and from school			<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Additional bike and scooter storage is available outside school. Staggered start and dismissal times in place. Signs to support social distancing will be placed on the 'school street' outside school. A 'school street' will be in operation from 8.30am until 3.45pm – yellow barriers will close the road to traffic.</p> <p>TfL transport guidance is available on the school website.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> Follow hygiene rules Try to keep their distance from passengers where possible Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> Pupils are grouped together on transport to reflect the groups that are adopted within school 			<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	

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			<ul style="list-style-type: none"> • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times <p>The protocols for minimising adult to adult contact 2m signage outside school, 2 entrance gates used with staggered start time; parents/carer asked to wear mask when waiting outside school, staff member outside school to hand out masks if needed and to remind parents to distance from each other.</p> <p>'School street' in operation from 8.30am until 3.45pm each school day.</p> <ul style="list-style-type: none"> • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom</p>				

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			<p>or office.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>				
Spreading infection due to touch, sneezes and coughs			<p>Handwashing facilities will be provided.</p> <p>Hand sanitiser is available upon entering the school and in all classrooms. Sinks, soap, paper towels and lidded bins in all rooms. Signage around the school to encourage proper handwashing and assemblies to teach this to young children. Catch it, kill it, bin it signs near all bins.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Experienced member of staff who knows the needs of particular</p>		<p>Site manager</p> <p>Headship Team/SENCo</p>	<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	

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			<p>pupils. Increased supervision of cleaning routines which may happen more frequently. Regular checks to ensure adequate supplies of hygiene products in place.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
Spreading infection through contact with coronavirus on surfaces			<p>Cleaning staff/school staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones 		<p>The Headship Team and cleaning staff/school staff.</p> <p>EYFS and Year 1 leaders to check that 'dress up' play costumes washed daily.</p> <p>Catering manager.</p>	<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	

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			<ul style="list-style-type: none"> • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Kitchen staff uniforms to be washed daily.</p> <p>EYFS and Year 1 'dress up' clothes to be washed daily.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Classrooms and shared areas will be cleaned at the end of each day and at midday, including emptying bins.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable. Library closed.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and</p>				

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			<p>development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared. Stationery packs provided for each pupil, exercise books kept in trays.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
Spreading infection due to excessive contact and			<p>Pupils will be kept to their whole year groups.</p> <p>Children in the EYFS will be kept in one bubble.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and</p>			<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for</p>	<p>– link with music hub own risk assessment.</p>

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mixing between pupils and staff in lessons			<p>unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Increased use of Hyde Park for KS2 pupils for sporting/fitness activities.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			pupil safety controls	

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Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school			<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Three in, Three out system in place for pupil toilets.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. New staff room area has patio doors to provide additional ventilation and a part-covered outside eating area for staff.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>See separate Fit for Sport risk assessment. Link here.</p>		All staff including Headship Team.	<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	<p>Toilet signage to be put in place. Staff training.</p> <p>Fit for Sport site visit on 1st Sept, FfS risk assessment link to be added when completed.</p>
Spreading infection			<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make</p>		The Headship Team and site manager along with our	Wednesday 2 nd Sept for staff safety	

				Health and Safety Governor.		
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due to the school environment			<p>sure they can still be followed with limited staff and changes to how the school space is being used. Westminster health and safety team have advised how Fire Drills can be done safely without mixing bubbles.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>One classroom with limited ventilation has been re-purposed for group teaching only. LDBS site surveyor has completed an annual check and will advise on next steps to bring this room back into whole class use as soon as is practicable.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. PE lessons for KS will be held in Hyde Park.</p>			<p>controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	
Spreading infection due to excessive contact and mixing in meetings			<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>		The Headship Team	<p>Wednesday 2nd Sept for staff safety controls and training</p> <p>Monday 7th Sept for pupil safety controls</p>	

<p>Individuals vulnerable to serious infection coming</p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable</p>	<p>The Headship team</p>	<p>Wednesday 2nd Sept for staff safety controls and training</p>	
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into school			<p>and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p> <p>BAME staff provided with masks and visors. Additionally kitchen staff to be provided with plastic disposable aprons, if required. 'Sneeze guard' installed across kitchen server opening.</p> <p>Individual risk assessments have been undertaken with four members of staff.</p>			Monday 7 th Sept for pupil safety controls	