

## Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.06 - Section 1 - Pre - opening checks and assessments

| Area of control                           | Control Measures   |  | Additional / altered measures / notes   | Implemented by : Initial | Date Completed |
|---|--|--|---|--------------------------|----------------|
| <b>1. Building Management / readiness</b> | <b>1.1</b>   | <b>Regular ongoing checks required.</b>  | Altered   |                          |                |
|   | <b>1.1.1</b>   | Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure  | N/A no asbestos on site   | RC                       | 21/1/21        |
|   | <b>1.1.2</b>   | Damage to the building and fixtures and fittings   | None  | RC                       | 21/1/21        |
|   | <b>1.1.3</b>   | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...  | None  | RC                       | 21/1/21        |
|   | <b>1.1.4</b>   | Rodent activity and/or infestations - commissioning of pest control may be required  | Outsourced- Every 2 Months checks completed Last completed December 2020  | RC                       | 21/1/21        |
|   | <b>1.2</b>   | <b>Operational checks (to ensure good working order) to be carried out on :</b>  |   |                          |                |
|   | <b>1.2.1</b>   | Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.   | Weekly internal check carried out / External outsourced company (GBE) last completed Oct 2020                         | RC                       | 21/1/21        |
|   | <b>1.2.2</b>   | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.  | Weekly internal check carried out / External outsourced company (GBE) last completed Oct 2020                         | RC                       | 21/1/21        |
|   | <b>1.2.3</b>   | Emergency lighting   | Weekly internal check carried out / External outsourced company (BCS) carried out in Feb 2020                         | RC                       | 21/1/21        |
|   | <b>1.2.4</b>   | Gas supplies including science laboratories and kitchens   | Kitchen and Science checked and working on daily basis  | RC                       | 21/1/21        |
|   | <b>1.2.5</b>   | Kitchen equipment  | Checked working on a daily basis  | RC                       | 21/1/21        |
|   | <b>1.2.6</b>   | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms   | Serviced W/comm 17th Feb and 27th July - Checked weekly internally  | RC                       | 21/1/21        |
|   | <b>1.2.7</b>   | Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a> | Monthly and annual outsourced checks - Also checked fortnightly internally.   | RC                       | 3/3/21         |
|   | <b>1.2.8</b>   | Water systems to look for leaks and ensure there is provision of hot water   | Internal checks are made ad hoc and any issues dealt with by the Facilities team.                                     | RC                       | 21/1/21        |
|   | <b>1.2.9</b>   | Windows, doors and gates including electronic gates and doors  | Internal checks are made ad hoc and any issues dealt with by the Facilities team.                                     | RC                       | 21/1/21        |
|   | <b>1.2.10</b>  | Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.   | Outsourced checks and service carried out every Feb & daily checks by Technician, all equipment required is available | RC                       | 21/1/21        |
|   | <b>1.2.11</b>  | Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).  | Operational checks carried out and servicing in line with requirements and any repairs carried out as needed.         | RC                       | 21/1/21        |
|   | <b>1.3</b>   | <b>Ensure Statutory Inspections are up to date for :</b>   |   |                          |                |
|   | <b>1.3.1</b>   | <b>Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);   | Lifts serviced quarterly. October 2020 was last service   | RC                       | 21/1/21        |
|   | <b>1.3.2</b>   | <b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);   | N/A   | RC                       | 21/1/21        |
|   | <b>1.3.3</b>   | <b>LEV</b> (if the scheduled inspections have not taken place in the last 14 months);  | N/A   | RC                       | 21/1/21        |
|   | <b>1.3.4</b>   | <b>Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);   | Gas testing by Noble Fire 02/01/2020  | RC/SW                    | 21/1/21        |
|   | <b>1.3.5</b>   | <b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);   | Outsourced checks carried out by Gauntlet completed Feb 2020  | RC                       | 21/1/21        |
|   | <b>1.3.6</b>   | <b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)  | Internal PAT testing ongoing.   | RC                       | 22/12/20       |
|   | <b>1.3.7</b>   | <b>Asbestos Management Plan</b> (if the plan has not been re-assessed in the last 12 months);  | N/A   | RC                       | 21/1/21        |
|   | <b>1.3.8</b>   | <b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);   | PE equipment service completed Nov 2020   | RC                       | 18/12/20       |
|   | <b>1.3.9</b>   | <b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);   | N/A   | RC                       | 21/1/21        |
|   | <b>1.3.10</b>  | <b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12 months);   | N/A   | RC                       | 21/1/21        |
|   | <b>1.3.11</b>  | <b>Fire Safety</b> : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).   | Outsourced alarm testing last test completed 4th May 2020. Fire Extinguisher testing carried out Oct 2020.            | RC                       | 22/12/20       |
|   | <b>1.4</b>   | <b>Cleaning of the premises</b>  |   |                          |                |
| <b>1.4.1</b>                              | If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | All rooms have been deep cleaned throughout school.  | RC  | 3/3/21                   |                |
| <b>1.4.2</b>                              | If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.       | School has remained open throughout and daily cleaning has been carried out throughout the lockdown period since 4th January 2021  | RC  | 3/3/21                   |                |
| <b>1.5</b>                                | <b>Supplies</b>  |  |   |                          |                |

|  |       |   |   |          |                                   |
|--|-------|---|---|----------|-----------------------------------|
|  | 1.5.1 | Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.   | Procured and available for all to use. Systems in place throughout the school to replenish on a timely basis.   | PT       | Replenish as required<br>22/12/20 |
|  | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.   | Procured and available for all to use.  | RC/PT/JB | 22/12/20                          |
|  | 1.5.3 | Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.  | In place  | SW       | 4/1/21                            |
| <b>2. Assessing staff and pupil numbers to assist in plans for partial opening</b> | 2.1   | Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.<br>The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document. | The first testing of students begins in school for those students who have not been part of the vulnerable/ critical worker children cohort on Friday 5th March and will be completed on Monday 8th March. All children will return to face to face education on Tuesday 9th March. The third test will be completed in the week commencing 15th March and then Home testing can begin. | RD/DG    | 4/3/21                            |
|  | 2.2   | Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include re-assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.   | SEN TA already been asked for their ability and issues relating to work. All current concerns and requirements are known and being timetabled for.  | VS/JS    | 4/1/21                            |
|  | 2.3   | Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.  | JS working closely with our off site/alternative curriculum providers to ensure all appropriate measures are in place for our students  | JS       | 3/3/21                            |
|  | 2.4   | Consider if it is possible to have all eligible pupils in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. Consider that if there is a positive case in school that staff and pupil numbers may be affected. Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..  | Should someone display symptoms they will be sent home to self isolate. Students and parents will be informed how to book a test. If they test positive school will contact the local health protection team. School will then act upon the actions set out by the local health protection team. Supply cover would be arranged if necessary.   | DG/RD    | 4/1/21                            |
|  | 2.5   | Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible  | CEV Staff identified and working from home in line with Government guidance currently until 31st March 2021, all individual risk assessments will be reviewed as part of any transition back to the workplace.  | RD/HR/SW | 4/3/21                            |
|  | 2.6   | Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.   | This will be considered if required   | RD/AMS   | 4/3/21                            |
|  | 2.7   | <u>Ongoing</u><br>Review ratios, rotas, medical and first aid needs on an ongoing basis.  | All staff allocated as appropriate through timetables and duty rotas.   | RD/AMS   | 4/1/21                            |
|  | 3.1   | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.  | Medical reports from SIMS plus EVH2 forms Sept all parents/carers to review contact details. New staff details for Sept being collated and recent information from staff requested to update details.   | SW/ CL   | 4/1/21                            |

|   |     |   |  |          |        |
|---|-----|---|--|----------|--------|
| 3.Updating pupil and staff details  | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.   | All EHCP students have risk assessment which will be updated as required. IPRA's updated as required based on the individual student's need and attendance schedual. Students with IPRA's identified and ready to be updated as needed. LMs to be clear on who has medical care plans and EHCP's in their year group. School will need to complete an Individual Pupil risk Assessment (IPRA)/review an existing IPRA for students with the parent/carer in light of the increased risks that behaviours such as self harm, need to search for weapons, spitting, biting, etc, may present. Staff not to search if concerns are raised home to be contacted immediately and use a temporary seclusion (where a child is isolated alone) as an emergency response. If we make a decision that the risk levels are too high at present, based on a detailed risk assessment, a decision to delay the restart of on-site education for that child will be made. This is not exclusion, as there is no requirement from the Government or Leeds City Council to have every child back on site at this moment. If the risk assessment enables the child to go on-site, it must be written into the risk assessment that parent/carer will be on standby initially, in case behaviours escalate to a point where their support is needed. This would not be an exclusion at the current time. The use of PPE (masks and eye protection) would not be a recommended due to firstly, staff won't have time to put it on effectively, secondly, being approached by a member of staff wearing a mask is probably going to heighten a situation, not calm it. If less than 2m interaction has taken place observe normal hand hygiene immediately after. | JS/HW    | 3/3/21 |
|   | 3.3 | Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time.   | Medical needs register on FROG, posters on display. First Aid staff all aware of needs and continue to be updated as and when required.  | SW       | 3/3/21 |
|   | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening.  | Catering have food allergy / intolerance poster updated ongoing / Communicated to staff to update details in catering aswell.  | SW       | 3/3/21 |
| 4.Assess activities / lessons which can take place                          | 4.1 | There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.   |  |          |        |
|   | 4.2 | It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.   | Clear guidance for students on what they can bring to the School daily have been shared with students and families. No lockers in use as increases numbers circulating during the school day. Covid-19 Essential Guidance written and shared with staff so that no resourcing is shared. Students issued with key essential equipment such as glue stick, headphones and whiteboard and pen.departments ordering additional text books   | VS       | 8/3/21 |
|   | 4.3 | Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.   | Timetable an adjusted times in place to accommodate this with staggered start and finish times in place from Sept including staggered break and lunchtimes. Staff will stay in own classroom with a 2m distancing in place, students to move quickly around the corridor at lesson changeover. Limited number of year groups moving around school at any one time.   | AMS      | 8/3/21 |
|   |     | <b>Ongoing</b>  |  |          |        |
|   | 4.4 | Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.  | Classroom learning only initially. Students stay in year group bubbles for lessons, break and lunch times. Students must bring their own equipment. Staff must stay in their designated area at the front of the class to deliver lessons. Shared workspaces have identified occupancy numbers on all doors - staff are not to enter if full. Fortnightly review. Practical subjects will have an RA in place to assess which part of the curriculum can be delivered from Sept.   | RD/VS    | 4/3/21 |
| 5.Information to pupils, staff, parents / carers, visitors and contractors. | 5.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers / support and childcare bubbles. <a href="https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxonomy=774cee22-d896-44c1-a611-e3109cce8eae">https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxonomy=774cee22-d896-44c1-a611-e3109cce8eae</a> | Social Media, Emails and Letters used, signage in palce  | RD/DG/JS | 3/3/21 |
|   | 5.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms, <b>if they have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the common travel area .</b>  | Main reception door locked, notice displayed regards Covid 19 Essential Guidance and numbers to telephone for premises/ IT/ Interserve/ school website instructs to contact <a href="mailto:info@cockburnschool.org">info@cockburnschool.org</a>   | SW/ RC   | 3/3/21 |
|   | 5.3 | This may be by newsletters, letters, emails, signs etc...   | FROG Notices, Emails and Signage   | RD/DG    | 4/1/21 |
|   | 5.4 | Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.  | Staff will be updated via notices and a training presentation.Rules updated and enforced. Addendums added to relevant policies and shared  | JS/VS    | 4/1/21 |