

Coronavirus (COVID-19): Risk assessment for reopening after partial closure

Isle of Wight Education Federation – Carisbrooke College, Medina College, The Island VI Form

Assessment conducted by: Matthew Parr-Burman	Job title: Executive Headteacher	Covered by this assessment: staff, students, parents, visitors and volunteers.
Date of assessment: 10 th June 2020	Review interval: monthly	Date of next review: 10 th July 2020
Related documents		
Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Infection Control Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Supporting Students with Medical Conditions Policy		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All students, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy (including First Aid information) - Social Distancing Policy Statement - Infection Control Policy - Coronavirus (COVID-19) Reopening Plan - Emergency Procedures – coronavirus addendum • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE guidance (2020) https://www.gov.uk/coronavirus/education-and-childcare • Staff receive any necessary training that helps ensure there is a happy and safe school environment via a Method statement. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school’s local health protection team (HPT) • All staff, volunteers, parents and students are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email, a leaflet available on the website, circulated via SchoolComms and in hardcopy in school receptions. 	Y	Headteacher/ Federation SLT	12/05/2020 and ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more students. The Federation SLT reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios. 				
Premises	H	<ul style="list-style-type: none"> The site supervisor/premises team checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The site supervisor/premises team identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Roof and loft inspections are not carried out by untrained personnel. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The site supervisor/premises team checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The site supervisor/premises team checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The site supervisor/premises team checks all security systems for integrity and that they are in working order. The SBM makes insurers aware of the building's state of use. The Headteacher/SBM ensures that the insurer's risk mitigation requirements are enacted and observed. 	Y	Site Supervisor/Headteacher/SBM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • All keyholder information is updated in accordance with the insurer's instructions, where required. • The site supervisor/premises team checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the site supervisor/premises team as soon as possible and issues are resolved prior to the school reopening to more students. • The headteacher, in conjunction with the governing board, ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, students and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The site supervisor/premises team arranges for any changes to the premises to be made to account for social distancing measures. • The headteacher limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extracurricular clubs. 				
Gas supply, systems and equipment	M	<ul style="list-style-type: none"> • A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. • Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. 	Y	Site Supervisor	Ongoing	L

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		<ul style="list-style-type: none"> A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. The site supervisor checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 				
Electrical supply, systems and equipment	M	<ul style="list-style-type: none"> A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. The relevant staff check that all phone and broadband connectivity is in working order. A suitably trained technician checks that the main and emergency lights are in working order. The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. The site supervisor ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	Site supervisor	Ongoing	L
Heating and ventilation	M	<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The site supervisor/premises team checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	Site supervisor	Ongoing	L

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Fire safety and evacuation routes	H	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The Senior Leader overseeing Health and Safety ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and students. 	Y	Senior Leader responsible for H&S/ Headteacher	Ongoing	M
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the site supervisor commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks that any swimming pools or other indoor bodies of water are safe for use. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 	Y	Site supervisor	Ongoing	L
Lifts, automatic doors and plant equipment	M	<ul style="list-style-type: none"> The site supervisor/premises team checks that lifts, stairlifts and automatic doors are in working order. 	Y	Site Supervisor	Ongoing	L

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		<ul style="list-style-type: none"> The site supervisor ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site supervisor ensures any required inspections take place as soon as possible. 				
Cleaning	H	<ul style="list-style-type: none"> The Director of Facilities and ICT arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. We refer to Government guidelines at all time. Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Soft furnishings and items that are hard to clean are removed from classrooms and are stored separately. 	Y	Director of Facilities and ICT/SBM	Ongoing	M

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Infection control	H	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Parents are briefed on new provision for the drop-off and collection of their children. • Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Students and staff are encouraged to wash their hands regularly, particularly before and after breaktimes and lunchtimes. • The school ensures students and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue. • The school's Coronavirus (COVID-19) Reopening Plan is developed in line with the relevant local and national advice and communicated to all staff, parents and stakeholders. • The Headteacher works with staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times. • Instances of staff, students, visitors and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance, and any unwell individuals are sent home as soon as possible. • Extremely clinically vulnerable students and staff remain at home until further notice and are supported to learn or work from home. 	Y	Headteacher/ Director of Facilities and ICT/SBM	Ongoing	M

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Infection control		<ul style="list-style-type: none"> The school consults the parents of clinically vulnerable students who have decided whether their child will return to school after seeking medical advice for their child's circumstances. Clinically vulnerable staff work from home where possible, or are offered the safest available on-site roles which allows them to socially distance. PPE is distributed to staff who provide intimate care for students in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. The track and trace app is also available and its use is encouraged. On public/County transport, please follow the advice as given. 				
Positive COVID – 19 test result	H	<ul style="list-style-type: none"> If a student or member of staff tests positive for COVID - 19, all students and members of staff who have been in contact with the student/member of staff need to immediately self-isolate at home for 14 days from the date of last contact with the person who tested positive. The individual site will then be deep cleaned. Other staff and students can continue the rota after that point. Full Government guidance can be found here. 	Y	Headteacher/ Director of Facilities and ICT.	Ongoing	H
Social distancing	H	<ul style="list-style-type: none"> The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. The Federation SLT records how many students are returning to school and ensures reduced class sizes are implemented (a basic 	Y	Headteacher/ Federation SLT	Ongoing	H

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		<p>principle of halving class sizes is applied) – each class is staffed accordingly.</p> <ul style="list-style-type: none"> • Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. • Students take break times and lunchtimes in their year groups or keyworker/vulnerable student groups and these breaks are staggered throughout the day to avoid congestion of people. • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • If a student is unable to follow any social distancing measures, e.g. due to their needs and understanding, the Headteacher, in conjunction with relevant staff and the student's parents, will consider whether it would be more appropriate for the student to remain at home. • Only a quarter of students in Years 10 and 12 are in school at any one time, including vulnerable students and children of critical workers in those year groups, in addition to vulnerable students and children of critical workers from other year groups. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, students are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. Where possible parents are encouraged to transport their child to school. 				

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		<ul style="list-style-type: none"> Students are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. 				
Mental health and wellbeing	H	<ul style="list-style-type: none"> Parents of Year 10 students contacted to discuss student returning to school and offer opportunity to discuss concerns, including giving parents time to discuss alternative arrangements if required for students more vulnerable to infection. Parental choice is offered as to whether child returns to school initially. Year 12 contacted individually by their class teachers. Staff given opportunity to feedback with concerns when draft plan is circulated to enable Federation SLT to act upon concerns. The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Staff and volunteers notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable. Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. The Federation Executive considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by the Federation Executive. The Headteacher ensures that the school can be adequately and safely staffed when it reopens. The Federation Executive discusses the implications on staff and student workload when the school reopens and puts a plan in place to minimise the risk of stress. 	Y	Federation Executive/ Federation SLT	Ongoing	M

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		<ul style="list-style-type: none"> Students who are in key transition years, e.g. Year 6, are provided with the appropriate support for their transition into Year 7.. The DSL liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school. The SENDCo identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and students have access to psychological support when the school reopens. 				
Access to learning	M	<ul style="list-style-type: none"> The Federation SLT identifies priority groups and plans how they will access school, e.g. students of parents who cannot work from home and are returning to work. Desks are spaced as far apart as possible, with at least a one chair gap in between each pupil – two metre distancing is adhered to where possible. Members of the Federation SLT work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. Members of the Federation SLT identify what provision can be reasonably provided for students with EHC plans. Members of the Federation SLT work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely. Members of the Federation SLT consider whether any lessons could be delivered outside. 	Y	Federation SLT	Ongoing	L

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		<ul style="list-style-type: none"> Teachers consider how to support the educational needs of disadvantaged students and students with SEND. The taking of attendance registers is resumed and the Educational Setting Status form continues to be carried out and submitted to the DfE. Students and parents are not penalised for continuing education at home. 				
Extra-curricular activities	M	<ul style="list-style-type: none"> The Federation Executive determines whether before- and after-school clubs can resume – this will only be done where social distancing can be adhered to. 	Y	Federation Executive	Ongoing	M
Safeguarding	M	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support students and staff who require it. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 	Y	DSL	Ongoing	M
		<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus does not enter the school grounds. The Headteacher puts into place any actions or precautions advised by the LA / DfE guidance. The Headteacher liaises with the LA about reopening the school and includes any local guidance into the reopening action plan, where required. The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. 				

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Communication	M	<ul style="list-style-type: none"> • Parents are informed via letter/School Comms/website about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The Headteacher liaises with the Governing Board about possible arrangements for reopening the school, where necessary. • Students are informed via letter to their parent/carer about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. • The <u>SBM</u> communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The Headteacher informs staff, volunteers and the Governing Board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 	Y	Headteacher/ SBM	Ongoing	M