Coronavirus (COVID-19): Risk assessment for reopening

COWBRIDGE COMPREHENSIVE SCHOOL

Assessment conducted by: B Walters	Job title: School Business Manager (SBM)	Covered by this assessment: **staff, pupils, parents, visitors** and **volunteers**.
Date of assessment: 5th June 2020 Updated 15th July 2020	Review interval: as required	Date of next review: 07/09/20
Related documents		
Coronavirus (COVID-19) Reopening Plan, Social Distancing Policy Statement, Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils 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**	• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - Healthcare needs Policy - First Aid Policy - Social Distancing Policy Statement - Coronavirus (COVID-19) Reopening Plan • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health Wales guidance and QA Framework - WG and PHW (2020) 'COVID-19: guidance for educational settings' • Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. • The school keeps up-to-date with advice issued by, but not limited to, the following: - WG - NHS - The school's local health protection team (PHW) • All staff, parents and pupils are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. • The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils.	**Y**	**Co-ordinated by HT with SLT**	**From 01/06/20 to 29/06/20**	**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
		• The SLT reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, behaviour expectations and staffing ratios.	**Y**			
Premises	**H**	• The Site Technicians check all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. • The Site Technicians identify any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. • A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. • The SBM checks all areas of the school grounds, including car parks and walkways, for any potential hazards. • The SBM checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. • The SBM 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. • All keyholder information is updated in accordance with the insurer's instructions, where required. • The Site Technicians check 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 Headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. • The Headteacher, in conjunction with the Governing Body, ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.	**Y**	**SBM / Site Technicians** **Aderyn Pest Control** **GB**	**Ongoing between 01/06/20 – 29/06/20** **20/06/20**	**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
		• The Headteacher identifies which areas of the school may be used for school activity and communicates this to staff, pupils and volunteers accordingly. • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The SBM 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.	**Y** **N**	**SLT** **SLT**	**Completed** **29/06/20**	**L**
Gas supply, systems and equipment		• 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. • The SBM checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible.	**Y**	**SBM to co-ordinate** **Burner Efficiency Services**	**Completed 24/04/20**	**L**
Electrical supply, systems and equipment	**H**	• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • 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.	**Y**	**SBM /** **Circle IT** **ADC Fire Systems**	**Completed 29/06/20**	**L**

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		• The SBM ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.				
Heating and ventilation	M	• 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 SBM 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**	**SBM** **Site Technician**	**08/06/20**	
Fire safety and evacuation routes	**H**	• A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. • The Headteacher and SBM 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 pupils.	**Y**	**SBM / HT** **ADC Fire Systems**	**Completed 01/06/20 – 29/06/20**	**L**
Water storage, drainage systems and sanitary appliances	**H**	• 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 SBM commissions a water treatment specialist to chlorinate water systems where required.	**Y**	**Site Technician** **Vector Air & Water**	**Completed 01/06/20 – 29/06/20**	**L**

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Lifts, automatic doors and plant equipment	**M**	• The Site Technicians check that lifts, automatic doors are in working order. • The SBM ensures that that any mandatory inspections for lifts 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 SBM ensures any required inspections take place as soon as possible.	**Y**	**SBM / Site Technicians** **Cardiff Lift Company** **Dorma Doors**	**01/06/20 – 29/06/20**	**L**
Cleaning	**H**	• The SBM arranges enhanced cleaning to be undertaken where required. • Where necessary, the number of rooms used by staff 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 Regulations. • 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**	**SBM / HT** **Glen Cleaning**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**

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Infection control	**H**	• Infection control procedures are adhered to as much as possible in accordance with the WG and PHW'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 (LA) • Parents are briefed on 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 sanitizer. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Pupils and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes. • The school ensures pupils 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, pupils and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible.	**Y**	**HT / SBM** **Cathedral Hygiene**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**

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Infection control		• PPE is distributed to staff to care for pupils in need of first aid and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and needs supervision until they can return home. • Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.				
Social distancing		• The Social Distancing Policy Statement is shared with all relevant members of the school community and adhered to as far as possible. • Pupils 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. • Pupils and staff do not mix with those outside of their class or group. • Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing. • Pupils take break times and lunchtimes in their class groups, and these breaks are staggered throughout the day to avoid congestion of people. • Assemblies are cancelled until further notice. • 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 pupils and staff 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 pupil is unable to follow any social distancing measures, e.g. due to their age or needs, the Headteacher, in conjunction with relevant staff and the pupil's parents, will consider whether it would be more appropriate for the pupil to remain at home.	**Y**	**HT / DHT** **SLT**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**

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Mental health and wellbeing	**M**	• Pupil and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns pupils and parents may have. • All Staff have one to one return to work meetings to assess how they feel about the school reopening and enable the SLT to act on any concerns staff and volunteers may have. • The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. - Staff notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable. • The SLT 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 Headteacher. • The Headteacher ensures that the school can be adequately and safely staffed when it reopens. • The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. • The Headteacher and the ALNCO liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school. • The Headteacher and the ALNCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.	**Y**	**SLT**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**

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		• The Headteacher and SLT ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.				
Extra-curricular activities		• No extra-curricular activities until at least October half term	**Y**			
Safeguarding		• The Designated Safeguarding Officer and Deputies 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 Designated Safeguarding Officer and Deputies ensures that adequate pastoral care is in place to support pupils and staff who require it. • The Designated Safeguarding Officer and Deputies ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.	**Y**	**SLT**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**
Communication		• **Anyone who displays symptoms of coronavirus does not enter the school grounds.** • 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. • Parents are informed via parentmail about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.	**Y**	**SLT**	**Ongoing between 01/06/20 – 29/06/20 and onwards**	**L**

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		• Parents and their children are encouraged, where possible, to walk or cycle to school. • Staff and 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 (SAS, Dr Gary Thomas, Sarah Maunder HR) • All staff, pupils 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 body about possible arrangements for reopening the school, where necessary. • Pupils are informed via email / parentmail about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. • The SBM 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 Body 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.				