

Caroline Chisholm School reopening: risk assessment

The example measures listed are based on current (as of 8th July 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 education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

Notes:

- The risk assessment will be updated according to any changes in government guidance or policy.
- We will be fully open on September 3rd, 2020
- All areas of the school will be available to be used
- We will consult with any staff at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- We will make reasonable adjustments to enable everyone to follow the measures, including pupils with EHC plans
- Union representatives and the staff Health and Safety representative have been consulted.
- All staff will be sent a copy of the risk assessment
- A copy of the risk assessment will be available on the school website.

Control measures have been RAG rated:

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<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>Primary & Secondary:</p> <p>Students will be taken to the Meeting Room. Toilet that will be used is the disabled toilet in E block.</p> <p>We will follow the following guidance:</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 	<p>GW - secondary KP – primary SC – Mitie site staff</p> <p>AH – to order appropriate PPE equipment. AH – to produce signage for toilet door AH – provide clear questions of everyone coming on to site. Triage AH – Testing kits stored in PA office</p> <p>Mitie – responsible for deep clean</p>	<p>Letter sent on 10.7.20 (secondary parents) detailing DfE guidance. Letter sent on 16.7.20 (primary parents) detailing DfE guidance. AH to email all parents every 2 weeks with current guidance.</p> <p>All other controls by 1.9.20</p>	<p>Need to purchase PPE Kit. This has been ordered.</p>

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		<p>coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <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> <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 			

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		<p>staff in different groups</p> <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 • 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>We will be staggering the start and finish times for all students to prevent large groups walking to and from school.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <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"> • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very 	GW KP	<p>10.7.20 Letter sent (secondary parents) detailing DfE guidance.</p> <p>Primary 17.7.20 Letter sent (primary parents) detailing DfE guidance.</p> <p>AH to email all parents every 2 weeks with current guidance.</p> <p>17.7.20</p>	<p>Need to confirm the details of entrances and exits including student bases.</p> <p>Do we know which students use public transport?</p> <p>Do we have any students who have dedicated school transport?</p>

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		<p>close contact with people outside of their group or who they don't normally meet</p> <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</p> <p>Parents & Staff:</p> <p>Parents handing over pupils to staff will maintain a 2-metre distance at all times.</p> <p>Same procedure for end of day collection of primary pupils.</p> <ul style="list-style-type: none"> • FS parent 1:1 meeting (controlled appointment only) with staff in wk1 T1 with adhere to strict 2m distance • 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 non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands-on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p>		<p>Letter sent explaining start / finish times and detailing arrangements for drop off and pick up</p>	<p>Letter to parents must include details of:</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>Face covering information has been sent to secondary parents. 10.7.20</p>

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Spreading infection due to touch, sneezes and coughs		<p>Secondary:</p> <p>There will have hand sanitizers on the entrance to school as well as at the entrance of all classrooms.</p> <p>Additional sinks will be placed in the street.</p> <p>Primary:</p> <p>Hand sanitisers will be placed in the primary office reception area and outside internal office door</p> <p>Classrooms have handwashing facilities in every classroom.</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>Secondary:</p> <p>There is 1 student who has required 1-1- support.</p> <p>Primary</p> <p>There are 2 KS 1 pupils who have 1-1 LSA support.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored</p>	GW KP Mitie AH – posters around school	1.9.20	<p>Hand sanitizers ordered and will require fitting and filling. Ordered - no delivery date given</p> <p>Need to purchase lidded bins for every classroom, office base, entrance. Ordered – no delivery date given</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>

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		<p>to make sure they are 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 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 • Fingerprint scanners • Outdoor play equipment <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>GW KP Mitie Progress leaders (letter regarding equipment) Faculty Leaders (sharing of equipment) SH (fingerprint scanners secondary) Primary staff</p>	1.9.20	<p>Need to confirm the cleaning requirements with Mitie.</p> <p>Signing out using fingerprint scanner for secondary. SH to investigate sixth form students having lanyards and using Inventory.</p> <p>Secondary staff will have a teaching kit comprising of portable wireless keyboard and mouse, board pens, Ipad and cleaning cloth. They will have choice of bag or plastic box for carrying.</p>

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		<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 development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <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 are 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 mixing between pupils and staff in		<p>Secondary:</p> <p>We will be creating year group 'bubbles':</p> <p>KS 3</p> <p>Each year group will have a base room and be taught as a tutor group.</p>	GW KP AP	1.9.20	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

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lessons		<p>KS 4 and 5</p> <p>Students in one-year group will have to move classrooms in order that they can be taught in subjects. Where possible movement will be kept to a minimum.</p> <p>KS 3 - 5</p> <p>The timetable is being designed to prevent year groups mixing as much as possible. Breaks and lunch will be taken at different times with designated areas for breaks. Toilet blocks have been allocated to specific year groups.</p> <p>Staff:</p> <p>Staff are aware of the importance of social distancing. The LRC will be used as an additional staff base to reduce staff numbers in current staff bases.</p> <p>All classrooms have had furniture that blocks easy movement removed.</p> <p>Primary:</p> <p>We will be operating in 2 class bubbles within a single year group bubble.</p> <p>Due to staggered starts each year group will arrive at spaced intervals for each year group using 3 gates green adjacent to primary playground.</p> <p>Start of day: 8.20 – 9.00 with the aim of supporting working parents with young children.</p> <p>End of day: 2.45 -3.20</p> <p>All primary classes including FS will be accommodated in their existing classrooms and taught by their class teacher. EYFS ratios maintained. 2 parallel classes will work as a</p>			<p>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 will not be shared. Singing or instrument playing will not take place in any larger groups such as choirs or assemblies.</p> <p>Peripatetic teachers will provide individual risk assessments.</p>

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		<p>single year group with a dedicated team of teaching and support staff who will work across both classes.</p> <p>Y1 classes will require use of outdoor area and adjacent hub area for small groups so that adult can remain 2m from children.</p> <p>Class teachers will remain with own classes will remain at 2m distance from children as far as is possible. There will be some teachers who will work across classes and year groups as they provide PPA cover and adhere to 2 m distance.</p> <p>Morning break and lunch time break will be staggered by year group to maintain separation. Staff duty rota within the year group staff team.</p> <p>Lunch time supervisor will be based in the dining room to support FSM</p> <p>Toilets designated to phase groups – FS in classroom KS1 primary hall corridor, LKS2- link corridor, UKS2 by F5</p> <p>Staff base – primary staff base set out to meet SD. Staggered breaks and lunches will limit staff in staff base.</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 unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Secondary / Primary:</p> <p>All peripatetic teachers will provide individual risk assessments. Timetables coordinated to limit students being</p>			

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		<p>taught from different year groups in the same room.</p> <p>Primary:</p> <p>NMPact – first access project. Brass – classes of year 4 (15 pupils per lesson)</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>Staff can work across different groups 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 will not 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>Primary / Secondary:</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Year R-2 – 2 pupils</p> <p>Year 9 – 1 pupil</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>			

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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Pupils will always be kept in the same groups and be kept separate from other groups.</p> <p>Secondary:</p> <p>The timetable has been rewritten to accommodate staggered start and finish as well as breaks and lunches.</p> <p>Year groups will have designated areas that must be used at break and lunch.</p> <p>Movement for KS 4 and 5 students (at change of lessons) is necessary, but year groups will not be moving at the same time.</p> <p>Year groups based in lower blocks will access the school from the side gates and along the service road.</p> <p>Year groups in upper blocks will access the school from the main gates and through the street.</p> <p>Each year group has a designated toilet block. Staff will supervise toilet usage to avoid crowding at breaks and lunchtimes.</p> <p>A rota will be implemented to have staff on duty at break and lunchtime. Where possible staff who have a tutor group will be on duty with that year group.</p> <p>There will be a one-way system in place for every teaching block.</p> <p>Primary:</p> <p>All primary children will be accommodated in the primary building. Movement will be limited to the dining room and outside areas.</p> <p>One way systems will continue to operate around the KS1 and KS2 hub areas as in June. All toilet door will be kept</p>	<p>AP – writing of secondary timetable. Behaviour team. LT</p>	<p>1.9.20</p>	<p>KP discussed with BH and Mitie</p> <p>Dependent on dining room not being used for TPI prior to 6.30 pm. Operating this service would support working parents at this time.</p> <p>Movement around school – needs confirming. Secondary.</p>

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		<p>open to reduce handle contact.</p> <p>LRC will not be in use (designated secondary staff base). LRC manager will devise a mobile library service – where books can be provided for a class and then collected in and left for 72 hours before handling.</p> <p>Visitors:</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>Reception staff will ask questions to check on the health of any visitors. AH to prepare.</p> <p>Details of visitors will be entered into Inventory by reception staff. The touch screens will not be used.</p> <p>School Trips:</p> <p>No school trips will take place in terms 1 and 2. This will be reviewed in November.</p> <p>Staff rooms and offices:</p> <p>Staff use of staff rooms and offices will be checked to confirm that they conform to acceptable working conditions.</p> <p>If a member of staff is concerned, they should raise this immediately with their line manager.</p> <p>Breakfast Clubs:</p> <p>Secondary – the breakfast club will provide a packed breakfast. Students from different year groups will not socialise. Food will be delivered to students.</p>			

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		<p>Wraparound Care – Bright Horizons is the private provider of this service. Plans are underway for the breakfast club 8.00 – 8.45 and 3.15 -6.00 will run in the school dining room which is separate to our classroom areas. Large facility where children and staff can be socially distanced and separated from school bubbles. Consistent group of attendees.</p> <p>Extra-curricular activities:</p> <p>These will be limited to students from the same year group only.</p> <p>There will be no primary extra-curricular clubs in T1, T2 TBC</p> <p>Shared Rooms:</p> <p>All shared rooms, such as sport halls and dining areas, will have reduced capacity to allow groups to keep apart when using them. They will be cleaned between each use.</p> <p>Movement around school:</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Primary:</p> <p>Pupils will always be supervised to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day. Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Secondary:</p> <p>One-way systems to be introduced where possible. Year groups allocated to blocks with designated areas for breaks and toilets.</p>			

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Spreading infection due to the school environment		<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 sure they can still be followed with limited staff and changes to how the school space is being used.</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 would not be compromised.</p> <p>The use of lifts will be avoided unless essential.</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.</p>	<p>LT Union representative H and S Officer LW – first aid</p> <p>AC / BJ update fire emergency procedures in secondary</p> <p>KP / BJ update fire emergency procedures in secondary</p>	1.9.20	
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 is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff	1.9.20	
Individuals vulnerable to serious infection coming into school		<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 and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social</p>	SSt YG	1.9.20	Microsoft forms has been sent to all secondary staff offering them an individual appointment to discuss specific needs.

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		<p>distancing.</p> <p>Individual risk assessments will be considered for any vulnerable staff. This will include clinically vulnerable, BAME and any with mobility issues.</p>			