

Al Ameen Primary School reopening: risk assessment

Introduction

The government closed schools down in March with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved, they allowed pupils to return back into schools, and supported primary schools to do so from 1 June, focusing on some year groups being educated in small 'bubbles', and secondary schools from 15 June, with year 10 and 12 spending some time in school in small groups, with public health risk reduction measures in place. Since 15 June, primary schools have also had flexibility to bring back other pupils where they have space to do so.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running, and the government is clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. However, schools need to prepare rigorously to welcome all children back to school. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for children and young people.

This risk assessment outlines the measures we will be taking as a school to reduce the risk of transmission and making the school the safest possible environment for pupils, staff and visitors. It has been developed in line with the guidance below. It will be kept under review in order to be able to respond to changing circumstances. The risk assessment has been completed following consultation with governors, staff and the senior leadership team.

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [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](#)
- [Safe working in education settings](#)
- [What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

Assessment conducted by	Mohammed Rahman	Job Title	Head Teacher	Covered by this assessment	Pupils, staff, governors, parents, volunteers and visitors.
Date of assessment:	20/08/20 Revised 02/09/20	Review interval:	Termly, or sooner depending on circumstances	Date of next review:	20/09/20

<p>To calculate the level of risk, use the following formula after control measures are in place: likelihood x severity. If residual risk is 4 or above, consider if risk can be reduced by applying additional measures. If residual risk is substantial or above, additional measures will have to be applied or else activity must not take place.</p>	Potential severity of harm				
		Slightly harmful – 1	Harmful – 2	Extremely harmful – 3	
	Likelihood of harm occurring	Highly unlikely – 1	Trivial – 1	Tolerable – 2	Moderate – 3
		Unlikely – 2	Tolerable – 2	Moderate – 4	Substantial – 6
Likely – 3		Moderate – 3	Substantial – 6	Intolerable – 9	

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19)

HAZARD	WHO IS AT RISK	CONTROLS TO BE PUT IN PLACE	RESPONSIBLE	CONTROLS IN PLACE BY	RESIDUAL RATING (LIKELIHOOD X SEVERITY)	ADDITIONAL MEASURES REQUIRED / 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. The left hand side of the library will be used as the isolation room. The staff toilet in Block C will be the designated toilet facility (see this guidance for choosing a suitable place).</p>	Senior Leadership Team	25/08/20	1 x 2 = 2	<p>No additional measures</p> <p>The ‘system of controls’ schools must have in place to help reduce risks in schools is in 2 parts; prevention and response. Under prevention, point 1 makes it clear that ‘those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school’.</p> <p>The measures stated here will ensure that the school has taken the necessary steps to</p>

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		<p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p>				<p>help prevent the spread of coronavirus (COVID19).</p> <p>Our local health protection team is:</p>

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		<p>any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) <ul style="list-style-type: none"> ● 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>A survey to be carried out to assess how children will be traveling to and from school. Where needed, the school will try and support families in bringing their children under circumstances which reduces risk.</p>	SLT	<p>Survey to be sent out by: 25/08/20</p> <p>Measures in place by 29/08/20</p>	1 x 2 = 2	<p>Work with parents after surveys have been completed to reduce risk</p> <p>Our pupils are not all local and most travel in a family vehicle to attend school.</p>

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		<p>Our school opens rather earlier than others so this will help avoid peak times.</p> <p>If the survey shows that many pupils will cycle to school to avoid public transport, a shelter will be set up to store bikes.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised 				

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		<ul style="list-style-type: none"> • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups being given different times • The protocols for minimising adult to adult contact. This includes staggered times for drop off and pick up and there are lines/ markers displayed for queuing. • 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're 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),</p>				

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		<p>dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Hand sanitiser provided at the school entrance</p> <p>Staff to be present during drop off/ pick up times to monitor adherence to guidance</p> <p>School site is closed to all members of the public. No parents will be allowed access to the site unless there is a prior agreement in place for dropping off child (mobility issue) or they have an appointment</p> <p>Parents/carers will be expected to support the school in not congregating outside the entrance to the school</p>				
Staff insufficiently aware of expectations		<p>Start of term training to induct staff into revised systems</p> <p>Risk assessments discussed and shared with staff</p>	SLT	25/08/20	1 x 2 = 2	No additional measures
Risk to staff who come into contact with the public more frequently, such as reception staff.		<p>Reception is enclosed so that reception staff are protected from the public by a screen</p> <p>Reduced number of people will be coming into the school</p>	SLT	25/08/20	1 x 2 = 2	No additional measures

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Capacity and availability of cleaning staff to meet the increased need for cleanliness and hygiene of the premises?		Hours of cleaning team to be revised to enable clean of specialist rooms, toilets, corridor doors, stair banisters etc. during day	SLT	25/08/20	1 x 2 = 2	No additional measures
Ability to ensure increased stock levels for cleaning, toilet and hygiene products, first aid, soap and hand sanitiser		Office to ensure that school always has at least 1 term's supply of hand sanitiser School will continue to keep stock of face masks and disposable gloves for staff	SLT	25/08/20	1 x 2 = 2	No additional measures
Ability to maintain higher than normal levels of essential supplies to prepare for more frequent cleaning or the possibility of a second outbreak of COVID-19/or cases of COVID-19 and additional 'deeper' cleaning needing to take place		Regularly review cleaning rotas and supplies. Ordering of supplies will take account of possible further outbreak in winter months.	SLT	25/08/20	1 x 2 = 2	No additional measures
Spreading infection due to touch, sneezes and coughs		Handwashing facilities will be provided. There is an outdoor hand washing station as soon as pupils enter on the right hand side of the gates. Furthermore, at drop off	SLT	25/08/20	1 x 2 = 2	No additional measures

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		<p>times, staff will be present with hand sanitising equipment. There will also be hand sanitising options in all classrooms.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	Classroom teachers			

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		Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.				
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>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the</p>	BH	Ongoing	1 x 2 = 2	No additional measures

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		<p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	SLT / BH			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		Pupils will be kept in their bubbles/groups. Due to logistical reasons, pupils will be kept in the following bubbles/ groups. Children have	SLT Classroom Teachers	Ongoing	1 x 2 = 2	Even though pupils from different year groups will be in the same bubble due to logistical reasons, try and keep them apart as much as

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		<p>been grouped based on the buildings they use</p> <p>Bubble A</p> <ul style="list-style-type: none"> ○ Year 1 ○ Year 2 ○ Year 4 <p>Bubble B</p> <ul style="list-style-type: none"> ○ Reception Class ○ Nursery <p>Bubble C</p> <ul style="list-style-type: none"> ○ Year 3 ○ Year 5 ○ Year 6 <p>Pupils 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>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance.</p>				possible even within this bubble.

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		<p>Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p>				

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		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.				
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. Even within groups/ bubbles pupils will be encouraged to maintain distancing.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Please see timetable for more details.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible.</p>	SLT Classroom Teachers	Ongoing	1 x 2 = 2	No additional measures

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		<p>Children have lunch in their own classrooms.</p> <p>Children will not gather across different year groups for prayer and assemblies. Assemblies will take place in individual classrooms using an online multicast system.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>The use of the staff room will be limited however staff will continue to have regular breaks throughout the day.</p> <p>Staff should not enter the main office unless there is a need. Printing and photocopying should be sent to the office in advance to minimise contact with office personnel.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>We will make an assessment to the feasibility of running the breakfast club to see if it can be done whilst not having to</p>				

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		mix between bubbles. This will form part of our survey with parents.				
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 wouldn't be compromised.</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>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 2.3m² per child for children aged 3 to 5 years old 	SLT	25/08/20	1 x 2 = 2	
Spreading infection due to excessive contact and mixing in meetings		Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings	SLT	Ongoing	1 x 2 = 2	No additional measures

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		<p>with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>				
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>As the guidance is currently 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's possible to maintain social distancing.</p>	SLT	Ongoing	1 x 2 = 2	No additional measures

Signed:



Name & Position

M A Rahman, Headteacher