



North Wolds Federation Re-Opening Risk Assessment (Version 1.3)

Operation Description: Full reopening of School September 2020

Operation Location: Nettleton Community Primary School and Market Rasen C of E Primary School

Persons at Risk: LCC employees, pupils, parents/carers, visitors, contractors

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4				15 - 19	High Risk
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 – 14	Medium Risk
Injury (requiring treatment and/ or absence less than 3 days) = 2		Unlikely = 2				4 – 8	Low Risk
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> Daily checks will be made of: (AS/NA/RM) <ul style="list-style-type: none"> Government websites (Gov.uk) or LCC website Local/National news providers Local school networks/partnerships (if applicable) Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. (AS/NA/RM) Staff will be updated in a timely manner, using email, letters etc. as necessary. Pupils will be updated verbally. Parents will be updated via wisePAY. (AS/NA/RM) Headteacher to join the video calls with the West Lindsey Locality Lead for as long as they are provided if possible. (AS) 	4	1	0	4
Staff are not aware of the protective measures that are in place in the autumn term.	5	4	0	20	<ul style="list-style-type: none"> All staff to have training on this risk assessment September INSET day. (AS) All staff to be consulted on the reopening plan that outlines control measures in full for staff (AS) All staff to read guidance for full opening of schools. (Staff) All staff to have training on the September 2020 reopening plan. (AS) Weekly agenda item at professional development meetings to get feedback on the success or the protective measures in place from September 2020. (AS/NA/RM) 	5	1	0	5
School and routines are not set out in a way that allows for social distancing of class bubbles.	5	4	0	20	<ul style="list-style-type: none"> Staff will have training on the September 2020 risk assessment and Reopening Plan in the September INSET days. (AS) Guidance for full opening of schools will be followed.(Staff) School is employing (Staff) <ul style="list-style-type: none"> Class Bubbles Specific entry and exit routes Staggered start and end times Staggered playtimes and lunchtimes Timetabled use of playground and shared area Signage See Reopening Plan for full details. 	5	2	0	10

<p>Cleaning may not be in line with DFE guidance.</p>	5	4	0	20	<ul style="list-style-type: none"> • Cleaning schedule, as outlined in the reopening plan, meets the guidance in Implementing protective measures in education and childcare settings. (AS/CF/BD/BO) • SBM to refresh cleaning staff in September 2020 of the expectations of cleaning. (CF) • Weekly checks of cleaned areas by SBM to ensure that the cleaning guidance is being followed. (CF) • School will follow the new advice from PHE expected before September 2020 and redraft this Risk Assessment and Reopening Plan if necessary. (AS/CF) • Staff will be provided refresher training on in day cleaning(AS) <ul style="list-style-type: none"> ○ Tables ○ Taps ○ Door handles ○ Computing equipment ○ Surfaces ○ Resources 	5	2	0	10
<p>Cleaning supplies may be hard to get</p>	5	4	0	20	<ul style="list-style-type: none"> • School business manager will keep an overview of the key supplies needed for end of day and in day cleaning and ensure we always have at least 1 months stock in hand. (CF) <ul style="list-style-type: none"> ○ Bleach Sprays ○ Hand Sanitiser ○ Anti Bacterial Sprays ○ Anti Bacterial Wipes 	4	3	0	12
<p>Those in school may not follow the enhanced hand hygiene procedures.</p>	5	4	0	20	<ul style="list-style-type: none"> • All staff will have refresher training in September 2020 Inset on hand hygiene as outlined in the reopening plan. (AS) • Children will have frequently reminded during the day about the importance of hand hygiene. (Teachers) • Ample supplies of sanitiser has been sourced to support with hand hygiene. (CF) • Any children struggling with the enhanced hand hygiene procedures will be referred to LMG for support. (LMG) • Visitors will be made aware of our hand hygiene expectations (GH/KTB/SO/CF) 	5	2	0	10

<p>Staff failing to report feeling unwell and attend school, potentially spreading COVID-19</p>	4	3	0	12	<ul style="list-style-type: none"> • Staff are aware of the importance of following national guidance, and to stay home and self-isolate. (AS) • Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See section 3 - Reporting Employee with COVID-19 flow chart. (AS/Staff) • School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance) (AS) • Signage around the school to remind staff of procedures. (AS) 	4	1	0	4
<p>An individual (Staff or Pupil) starts to show symptoms of COVID-19 whilst at school potentially exposing others to the virus.</p>	4	4	0	16	<ul style="list-style-type: none"> • Ensure the procedures in Implementing Protective Measures in Education and Child Care Settings and Guidance for Full Reopening of schools and September 2020 reopening plan are understood by staff. (AS) • Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. See section 3 - Reporting Employee with COVID-19 flow chart.(AS/NA/RM) • A safe room is set up at both sites. (AS) • Students to be moved to an 'safe room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. (Staff) • Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. See section 3 - Reporting Employee with COVID-19 flow chart. (BD/BO) • The school will have records on who has been in each bubble to provide information to NHS Test and Trace and the Local Health Protection Team if there is a positive case. (CF/SO/GH/KTB) • For Local Lockdown Procedures the school will seek advice from the Local Authority and the Local Health Protection Team. (AS) 	4	2	0	8

Children's poor behaviour in school could spread COVID 19 if it were present in school	4	3	0	12	<ul style="list-style-type: none"> • New behaviour appendix was written, approved by the full governing body on the 18/5/20 and shared with staff. (AS) • Behaviour Policy and New Behaviour Appendix refresher training in the September 2020 INSET days. (AS) • Children with challenging behaviour will have a risk assessment with de-escalation techniques written in. (LMG) • PPE will be provided (paper face mask / gloves / plastic disposable aprons) if positive handing is required. This approach would be an absolute last resort. (GH/KTB/SO/CF) • Staff will consistently remind children about infection prevention control measures. (Staff) 	4	2	0	8
Resources in school could spread COVID 19 virus if it were present.	5	3	0	15	<ul style="list-style-type: none"> • Children will be given their own pack of frequently used items that only they may use. (NA/RM) <ul style="list-style-type: none"> ○ Pencil, Pen, ruler, rubber, colouring pencils for guided Reading, glue Stick • Children may share other resources within their bubble but these will be cleaned in line with the in day cleaning schedule. (Teachers) • If resources are shared between groups they will either be "quarantined" between uses (48 hours or 72 hours for hard plastics) or meticulously cleaned. (Teachers) • Bubbles have their own play equipment that only they will use. this will be cleaned after use by the person on duty. (Staff) 	5	2	0	10

Resources specific to the EYFS could spread COVID 19 virus if it were present	5	2	0	10	<ul style="list-style-type: none"> • Sand will not be used in the first instance as it can only be cleaned by wetting it which causes other issues. • PlayDoh can be used but children will have individual pilots that only they will use. • Water can be used but will be changed regularly and not shared by different bubbles. • Climbing Frames and Wendy houses can be used but hard plastic contact points will be cleaned in line with in day cleaning schedule and meticulously between bubble groups using a Milton spray. • Natural resources are preferred as it appears they do not hold the COVID 19 virus. • (Advice above from LCC EY Team) 	5	1	0	5
COVID 19 virus spreading more effectively if it were present inside than outside.	5	3	0	15	<ul style="list-style-type: none"> • Reopening plan upon which staff will have full training on in Sept 2020 makes it clear that children should spend as much time outside as possible. (Teachers) <ul style="list-style-type: none"> ○ Lesson times ○ Playtimes ○ Lunchtimes • When outside bubbles will not mix with other bubbles. (Staff) • Where children have to be inside windows will be open. (Fire doors should <u>not</u> be propped open) (Teachers) 	5	2	0	10
Staff may not understand where PPE should be used or have access to it.	5	4	0	20	<ul style="list-style-type: none"> • Existing policy for Intimate care. (LMG) • September 2020 reopening plan training will refresh PPE for staff. (AS) • Arrangements have been made for the very small number of cases when PPE may be needed. (AS) <ul style="list-style-type: none"> ○ Providing existing intimate care ○ If a child is showing COVID 19 symptoms and needs to be supported int eh safe room. • Staff are aware that the PPE for the above purposes can be found in the main offices. (AS) • Office staff to regularly check the PPE is there and in a good condition to use. (CF/SO/GH/KTB) 	5	2	0	10

School is unable to complete routine maintenance/planned /checks works.	4	4	0	16	<ul style="list-style-type: none"> All usual checks will continue thought the buyback scheme. (CF/BD) Any checks/works that have not been completed must be reported to the SBM and Executive Headteacher. (CF/BD) Governor Review of sites prior to reopening September 2020. (ME) 	4	3	0	12
Transport service limitations could impact on those without alternative transport.	5	4	0	20	<ul style="list-style-type: none"> School will follow the advice from the LA and Guidance for full School Reopening. (AS) Only a limited number of NCPS pupils reply on school transport. None at Market Rasen. SBM to ensure guidance is followed by transport providers. (CF) 	1	3	0	3
Introducing the visitors into the schools from deliveries, meetings, visitors.	5	3	0	15	<ul style="list-style-type: none"> Any non-essential meetings will be carried our using MS Teams (LMg/NC/AS/CF) Where essential visitors do come on site they will be asked to follow our hand hygiene. (SO/CF/GH/KTB) Supply teachers, sports coaches, peripatetic staff, part time staff may work between schools (ours and others) but should maintain social distancing. (SO/CF/GH/KTB) Signage is in place to ensure people who have COVID 19 symptoms do not enter our site. (AS) Deliveries where possible will be left outside and carried into the site by school staff. (BD/BO) Parents will not be allowed on site unless there is an emergency. (All staff) 	5	2	0	10

<p>Low numbers of staff available to return to work in September.</p>	<p>4</p>	<p>3</p>	<p>0</p>	<p>12</p>	<ul style="list-style-type: none"> • Guidance for full opening of schools followed in regarding to extremely clinically vulnerable and clinically vulnerable staff. (AS) • Extremely clinically vulnerable (none identified) will be given roles where is it possible to maintain social distance. (AS) • Clinically vulnerable and those who live with someone who is clinically vulnerable can return the workplace. Clinically vulnerable staff have been asked if there is any further control measures they feel they need and have been advised to speak to their medical professional. (AS) • Teaching assistants can be used to lead groups or cover lessons under the direct supervision on a qualified or nominated teacher. (RM/NA) • Supply teachers can be used. If long term supply is needed school will aim to use the same person every day. (AS/RM/NA/CF) 	<p>4</p>	<p>2</p>	<p>0</p>	<p>8</p>
<p>Low numbers of staff available to work due to member of staff or someone in their household displaying COVID-19 symptoms.</p>	<p>4</p>	<p>4</p>	<p>0</p>	<p>16</p>	<ul style="list-style-type: none"> • School will actively encourage staff to book a test if someone in the household is showing symptom. (All Staff) • In the September 2020 reopening training staff will be shown how to request a keyworker test. (AS) • Staffing numbers will be reviewed. (AS) • Supply teachers will be used in the case that we do not have enough staff for service delivery. (AS/CF/NA/RM) 	<p>4</p>	<p>3</p>	<p>0</p>	<p>12</p>

<p>Low staffing numbers result in school not being able to meet catering requirements (FSM, UIFSM, Other Meals)</p>	4	4	0	16	<ul style="list-style-type: none"> We expect the kitchen to be fully open with capacity for all children in September 2020. (EB) We have a person trained to cover the Kitchen Supervisor if she is unavailable to work due to COVID19. (HG) Most Teaching Assistants and all MSAs have a L2 hygiene certificate to provide support if the Kitchen Assistant is not available to work due to COVID19. (CF/EB to Organise) If capacity is significantly reduced meals will be provided in this priority order (EB) <ul style="list-style-type: none"> FSM (Around 70 meals across the Federation) UIFSM (Around 130 meals across the Federation) Other Meals (Around 40 meals across the Federation) T&C Kiddies (Around 20 Meals) 	4	3	0	12
<p>Low staffing numbers result in each site not having a DSL available.</p>	3	4	0	12	<ul style="list-style-type: none"> At MR there are 2 DSLs AS and NA. If one is away the other will assume the role. (AS/NA) At NCPS there are 2 DSLs AS and RM. If she is away then she can contact MR DSLs. (AS/RM) If any DSL is isolating at home but well enough to work they would complete the role from home making access of the remoter technology (MS TEAMS/CPOMS). Staff would be updated on any change to procedure at this time. (AS) If in the unlikely situation that none of the 3 DSLs were able to work school has a reciprocal agreement with Mr Andrew Cook at Kelsey Primary School to assume to role. Staff will be updated on changes to procedures in this instance.(AS) 	3	3	0	9
<p>Low number of staff on site results in no paediatric first aider</p>	5	3	0	15	<ul style="list-style-type: none"> At both sites we have several paediatric first aiders. (CF) Office staff will ensure as they process staff absence that we have paediatric first aiders on site at all times. (CF/GH/SO/KTB) 	5	2	0	10

Site cannot be maintained due to site manager being off work due to COVID 19	5	4	0	20	<ul style="list-style-type: none"> Source alternatively trained person via agency. (CF) 	5	2	0	10
Difficulty in maintaining distinct bubbles outlined in the government guidance to reduce the number of contacts between staff and pupils and pupils and pupils.	4	4	0	16	<ul style="list-style-type: none"> School will create class bubbles following advice in Guidance for Full Opening of Schools. (AS/NA/RM) Classrooms will be set up to allow staff a 2 metre distance from children. (Teachers) Only essential furniture will be in classrooms. Unnecessary furniture will be removed and stored on site. (Teachers/ BD/BO) Playtimes, lunchtimes, coming in and going home times are staggered to support social distancing. (AS/NA/RM) 	4	3	0	12
School is unable to provide training to staff	4	4	0	16	<ul style="list-style-type: none"> Staff training will move to MS Teams. (AS) School will contact with LCSB for replacements for compulsory face to face training for DSLs. (AS) 	4	2	0	8
Pupils passing on the virus as a result on not follow respiratory hygiene guidance	5	4	0	20	<ul style="list-style-type: none"> All staff will cover the catch it, bin it, kill it approach in the September 2020 reopening training. (All staff) Children will be taught the catch it, bin it, kill it approach at the beginning of the school year and be given regularly reminders ongoing. (Teachers) Any children who struggled to follow this guidance due to SEND will have a risk assessment with control measures. (LMG) Any behaviour breaches of this will be dealt with under the COVID 19 behaviour annex. (AS/RM/NA) All classrooms and office swill have a dedicated lidded bin for used tissues which will disposed of following the guidance. (BD/BO) 	5	2	0	10

Shared use of toilets increases transmission of virus if it was in school	5	3	0	15	<ul style="list-style-type: none"> • School is following guidance in Full reopening of Schools. (AS) • School is going beyond the guidance and allocating class bubbles to specific toilets. (AS/CF/BD/BO) • Children are encouraged to socially distance in toilets. (Staff) • The toilets are cleaned more often than usual. Additional cleans mid-morning and mid-afternoon. (CF/BD/BO) • Bleach being employed to clean toilets now. (Cleaners) 	5	2	0	10
School is unable to meet the EHCP requirements when incorporating COVID 19 guidance.	4	3	0	12	<ul style="list-style-type: none"> • LMG will review the EHCPs and liaise with class teachers and Learning Support assistants to ensure all already of the plan can be met. (LMG) • If all areas of the plan can't be met LMG will have a discussion with the pupils, parents and LA caseworker to discuss flexibility to the plan during the COVID19 pandemic. (LMG) 	4	2	0	8
Potential increase in student behaviour incidents	4	3	0	12	<ul style="list-style-type: none"> • Enhanced amount of PSHE and routines re-teaching in September 2020. (SC/LMG) • Staff retrained on the behaviour policy and COVID 19 behaviour Appendix in the Sept 2020 INSET training. (AS) • Risk Assessments in place for children with challenging behaviours. (LMG) • Behaviour incidents recorded on CPOMS and reviewed weekly by s/g team (AS/NA/NC) 	4	2	0	8
Parents not understanding changes to school arrangements	4	3	0	12	<ul style="list-style-type: none"> • All parents sent a presentation outlining changes July 20. (AS) • Significant staff presence on playgrounds to ensure parents adhere to (Staff) <ul style="list-style-type: none"> ○ 1 person per drop off ○ Correct drop off/ pick up times ○ Use of correct gate / door • Survey sent to parents July 2020 to ascertain any uncertainty. (AS) • Regular wise pay communications, tweets and letters as and when needed. (AS/NA/RM) 	4	1	0	4

Pupils missing school as parents are unwilling to send children back to school.	4	4	0	16	<ul style="list-style-type: none"> • School have communicated to parent’s government expectation that school attendance is compulsory in the new academic year. (AS) • Parents have been sent a presentation outlining all of the controls measure that we hope will reassure parents that school is “safe enough” to send their children back to. (AS) • School have sent out a survey July 20 to ascertain which parents do not intent to send their children back so we can contact them this side of the holiday to reassure them. (NA/NC/RM) • School to resume weekly attendance meetings and follow up non attendance in the usual manner. (NA/RM/NC) 	4	3	0	12
Parents are not able to communicate with teachers due to social distancing.	2	3	0	6	<ul style="list-style-type: none"> • Staff have been advised to keep a 2 mtr distance from parents and parents are not allowed into the buildings. (All staff) • Parents are encouraged to communicate with staff via e-mail any issues they have. (All staff) • If technology is a barrier to parents they can arrange for a call back or communicate messages via the main office. (GH/KTB/SO/CF) • Parents’ evenings will be done via Teams or telephone in the near future. (RM/NA) 	2	2	0	4
Children do not remember the emergency evacuation procedures	5	4	0	20	<ul style="list-style-type: none"> • Staff are aware of emergency evacuation procedures; drill held in Summer term 2020. (AS) • New staff will have training as part of their induction. (AS) • All children will be told of the procedures as their induction to their new classes. (Teachers) • Drill to be held in Term 1. Health and Safety Governor to be present. (AS/AH) 	5	2	0	10

Use of bleach in school	4	3	0	12	<ul style="list-style-type: none"> • Only cleaning staff who have had a briefing and reviewed the COSSH sheet can use the bleach. (CF/BD/BO) • Cleaning staff have been made ware to never mix the bleach spray with other products. (CF/BD/BO) • Bleach spray is a household one. COSSH sheet is held on site. (CF/Bd/BO) • Bleach spray must never be left in classes. Staff know to report to Ex HT if beach sprays are ever left unattended. (Cleaners/Staff) 	4	2	0	8
Large groups of children or staff coming together could spread the virus if it were in school.	5	4	0	20	<ul style="list-style-type: none"> • School will follow the Full reopening Guidance For Sept 2020. (AS) • Initially there will be no <ul style="list-style-type: none"> ○ Whole School Collective Worship (Teams used instead) ○ Use of the lunch hall (Classes instead) ○ No WOW or Exit Days ○ Sports days, plays, performances ○ Whole staff meetings (Teams and smaller groups used instead) 	5	1	0	5
Inability to provide leaning for children who cannot return due to a medical condition or a bubble closure.	4	4	0	16	<ul style="list-style-type: none"> • Staff will have training on use of Classroom TEAMS in September 2020 INET (VW) • Education mirroring what children are doing in school will be delivered from day 1. (Teachers) • Work will be set and feedback given on it. (Teachers) • Work will not be sent for children who do not have a genuine reason not the be at school as confirmed by a positive test or confirmation from their medical professional. 	4	3	0	12

Emotional distress due to lack of transition	4	4	0	16	<p>Reception 2020 starters</p> <ul style="list-style-type: none"> ○ Children have had 5 videos and 3 outdoor COVID19 secure transition visits. (CR) ○ Staff are aware that September 2020 start might be harder for children than usual. SLT available to support staff with children coming in. (SLT) <p>Pupils</p> <ul style="list-style-type: none"> ○ As a mixed aged school many children will have the same teacher they left in March 2020. ○ Teachers have recorded transition videos to help children get to know tehi new child. (Teachers) ○ Work has been built into our recovery curriculum to ensure children’s conditions for learning are prioritised so they feel belonging and connection to their new class and teacher.(Subject Leaders) ○ All staff to have trauma informed practice training in September INSET days. (LMG/SC) ○ Jigsaw recovery materials to be used over the first term.(Teachers) ○ 3 ELSA members of staff trained across the Federation if additional support is needed. (LMG) 	4	2	0	8
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*each square to be colour coded to suit the risk rating

School: The North Wolds Federation (Market Rasen C of E & Nettleton Community Primary)

Headteacher: Andrew Smith **Signature:**

Chair of Governors: Mike Eckersley **Signature:**

Date Approved by the COVID 19 Committee

Date Approved by the Full Governing Body

Please see MS Forms for staff agreement of their understanding of this risk assessment.

Appendix B - Decision Tree for Health and Safety Teams

Is this Case of Covid-19 Work Related?

