



COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) as soon as practicably possible. **Telephone – 0344 225 3861.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the relevant local authority to a confirmed case and also the home authority by contacting LBKC.
Telephone: 020 7361 3009
- **Email:** educationline@rbkc.gov.uk

Reopening Covid 19 Risk Assessment: September 2020

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	What additional control measures can be put in place to reduce the risk further?	When do controls need to be in place by?	Review/ Done √
1. Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and the pupils currently attending school	<ul style="list-style-type: none"> Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection). Meetings with parents/carers and external professionals to be held electronically. 	<ul style="list-style-type: none"> Ensure head teacher Senior Leadership Team and DSLs are appropriately up-to-date with the DfE full return to school guidance. See Guidance for full opening – schools. (Actioned as advice has/is published.) Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school by 31st July 2020. Daily site walks to continually evaluate and reassess site control measures to mitigate risk of C19. Ensure the updated Fire Evacuation information for C19 is included in the Fire Evacuation document for 1st September 2020. Provide regular updates for trustee See Guidance for full opening – schools Head teacher has weekly KIT meetings with the Chair of 	Sept 2020 On going Sept 2020	

			<ul style="list-style-type: none"> Stick to school opening times and encourage staff to go home immediately at the end of their contracted hours. Follow the Government's COVID-19 cleaning of non-healthcare settings guidance Maintain all staff sign in and out using InVentry, using their fobs rather than signing in on the screen. Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak All staff on site from 1st September 2020. 	<p><u>Governors. 2 full trustee meetings have been held electronically during Summer Term</u></p> <ul style="list-style-type: none"> Continue routine updates to the school's staffing audit as situations may change. Consider the impact for individual members of staff. Weekly rotas in place. This may move to daily staffing from 3rd September 2020. Ensure sufficient staffing to enable the school to operate safely. Weekly rotas in place. This may move to daily staffing from 3rd September 2020. Ensure all staff sign in and out using InVentry when taking break/lunch for Fire Evacuation procedures. Reminded at weekly full staff on line meetings Ensure offices enable social distancing for office-based staff Actioned by use of rota 	Ongoing	
2.	Potential transmission to clinically vulnerable staff	All members of school community	2a. Pupils: <ul style="list-style-type: none"> Communicate to parents that now circumstances have 	2a. Pupils:	Sept 2020 March 2020 Sept 2020 On going Sept 2020	

	<p>and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>		<p>changed it is vital for all children to return to school in September as it is mandatory and will minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>2b. Staff:</p> <ul style="list-style-type: none"> • Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in DfE Guidance for full opening – schools Section 2 • Trustees and the Senior Leadership Team should be aware of the wellbeing of all staff including the head teacher will ensure it has explained to all staff the measures they are proposing putting in place and involve all staff in that process and the continual revision of it. • Review systems to support the well-being of staff who may be anxious about returning. 	<p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> • pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding • reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September 2020. Letter sent to families at end of term ,further letter to be sent prior to September opening • School staff to contact parents/carers regarding latest medical advice from Dr or consultant. By 7th September • Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. 	<p>Aug 2020</p> <p>Beg of Aut term</p> <p>On going</p>	
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				<ul style="list-style-type: none"> • Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August 2020, the DfE is expecting that most staff will attend school. • Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women, • Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. The Senior Leadership Team will aim to be flexible in how these staff are deployed, enabling them to work in roles in school where it is possible to maintain the current social distancing guidance. • Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and 	On going	
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	<p>opening of schools – section 1</p>		<p><i>curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p>3a – Pupils</p> <ul style="list-style-type: none"> • Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school. • Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ol style="list-style-type: none"> 1. arrival to school 2. returning from breaktime 3. before & after eating 4. when they change rooms • Review Behaviour Policy in line with DfE Guidance for full opening – schools Older pupils should be supported to maintain distance and 	<p>3a – Pupils</p> <ul style="list-style-type: none"> • Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE Guidance for full opening – schools weekly communication with families regarding action plan and expectations at the end of the summer term and will be reinforced prior to starting • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children’s social care • Ensure staffing and class groups are in line with 	<p>July 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	
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			<p>understand not to touch staff and their peers where possible. <i>(this will not be possible for many pupils at Snowflake School Contact between groups should be avoided.</i></p> <ul style="list-style-type: none"> • Ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. • Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. • Provide pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time • Ensure appropriate support is made available for all pupils :DfE Guidance for full opening – schools • Supervisors have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. 	<p>current guidance for September 2020. Actioned June 2020, revised July 2020. Revised again Sept 2020</p> <ul style="list-style-type: none"> • Communication re hygiene measures recommended after school and pupils need clean clothes each day. • Handwashing in line with guidance for each person on site.newsignage by all sinks and on walls • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups. Training planned for first week of term in relation to this, using <i>The Key for School leaders new safeguarding package</i> 	<p>Sept 2020</p> <p>Sept 2020</p> <p>On going</p>	
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			<p>3b – Staff</p> <ul style="list-style-type: none"> • Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • Class sizes will not exceed 7 pupils. • From September 2020 all staff can operate across different work in appropriate spaces with their key pupils, as determined by the timetable • Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. • Reinforcing learning and practice of good hygiene habits through games, songs and repetition • Class assemblies rather than whole school assemblies until further notice. • Consider how to continue remote education if it should become applicable from September 2020. 	<p>3b – Staff</p> <ul style="list-style-type: none"> • Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings • Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times . Signs in Kitchen ,outside the gates , office etc. • Ongoing leadership support for any emerging anxiety and/or wellbeing issues 	<p>Sept 2020</p>	
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			<ul style="list-style-type: none"> Review the NHS guidance on hand cleaning – see section for pupils above. <p>3c – Buildings and resources</p> <ul style="list-style-type: none"> Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak. Classrooms and other areas deep cleaned. Engage children in education resources such as e-bug and PHE schools resources 	<p>Placed signs around the school reminding of guidelines for handwashing</p> <p>3c – Buildings & resources</p> <ul style="list-style-type: none"> Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible. Arrange furniture to allow for seating pupils side by side and facing forwards where possible. Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble, ensure they are regularly cleaned along with all touched surfaces. Plan to use the outdoor space as much as possible in line with latest guidance. Ensure The kitchen complies with the guidance 	
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				<p>for food businesses on coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted</i>). Ensure there is no risk to pupil/staff safety keeping doors open. • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. • Thorough cleaning of rooms and equipment at the end of each day and between use by different groups. Record on daily cleaning schedules provided. 		
4.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions 	All members of the school community	<ul style="list-style-type: none"> • Senior Leadership Team to ensure: • In autumn term resume taking the attendance register and following up any absences in line with statutory guidance 	<ul style="list-style-type: none"> • Review the use of buildings that have been closed in line with Managing school premises during the coronavirus outbreak • Any incidences are logged, and the risk assessment is 	Sept 2020	

Safe

Understanding

Patient

Enthusiastic

Respectful

	<ul style="list-style-type: none"> ● Toilets ● Security including risk of theft ● Data breaches 		<ul style="list-style-type: none"> ● School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. ● Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. ● Share updated fire evacuation information with all staff via daily staffing information. ● Share updated fire evacuation information with children from September 2020 by rehearsing fire evacuation. ● Share lockdown procedures with all staff. ● Follow revised lunch and break rotas to ensure safe movement around school and to and from the premises. ● Staff to ensure they know where children are at all times. 	<p>evaluated, and changes made as a result of lessons learned.</p> <ul style="list-style-type: none"> ● Reviews of site safety in the light of windows and doors being open to aid good ventilation. ● Arrange revised fire evacuation drills / lockdown drills regularly ● Reconsider e-safety policies and procedures in light of lessons learned during home learning 	<p>Before start of autumn term</p> <p>Sept 2020</p> <p>Sept 2020</p> <p>Sept 2020</p>	
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			<ul style="list-style-type: none"> High expectations of how children move around school upheld by all members of staff by encouraging social distancing when possible. 		On going	
5.	Risk of transmission between parents/carers during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered</i></p> <ul style="list-style-type: none"> Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. Ensure parents and carers do not gather by the school or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact. 	Actioned Summer Term 1 and to be maintained from September 2020 with all staff collecting pupils from their Local Authority transport or taxis. Or outside the gate	

			<ul style="list-style-type: none"> Maintain safety by ensuring facilities are available to school staff only. 		Sept 2020	
6.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>	Pupils	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September 2020. Contact the transport hub to confirm new transport requirements from September 2020. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See DfE Guidance for full opening – Section 2 <p>Wider public transport</p> <ul style="list-style-type: none"> Communicate to staff that public transport capacity is 	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> Review and take reasonable actions to ensure: <ul style="list-style-type: none"> hand sanitiser is used upon boarding and/or disembarking appropriate additional cleaning of vehicles queuing and boarding where possible is organised distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate. Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance 	On going	

			<p>likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</p> <ul style="list-style-type: none"> Refer any staff or families using public transport to the safer travel guidance for passengers. 	<p>All staff provided with 2 masks daily for travelling from May onwards</p>	<p>On going</p>	
7.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> Current government guidance states, “<i>Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.</i>” Ensure contractors and visitors can fulfil all risk assessment requirements Contractors aware of any potential changes to school day. Minimise any visitors to the school and clear messages shared about social distancing procedures for adults Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely 	<ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>) Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. A copy of the COVID-19 specific risk assessment for cleaning contractors is kept by the school 	<p>On going</p>	<p>Sept 2020</p>

			<p>and not enter the site if possible.</p> <ul style="list-style-type: none"> • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school. • Contractors to agree to the C19 protocol provided in advance of being on site. 	<ul style="list-style-type: none"> • Revise visitor arrangements to ensure social distancing and hygiene e.g. using InVentry to sign in. (The InVentry system will need to be regularly cleaned and this will need to be recorded on the cleaning schedule.) 	Sept 2020	
8.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • Cleaners follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed following a suspected or confirmed case • With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day and recorded on the daily cleaning schedule. • All handwashing sinks, soap dispensers, hand gel etc are checked daily to ensure stock levels are adequate. 	<ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. Record on daily cleaning schedule. • Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September 2020 be used and shared within a class. Plan to ensure they are regularly cleaned along with all touched surfaces. Record on daily cleaning schedule. 	Sept 2020 Sept 2020	

			<ul style="list-style-type: none"> Daily site walk to ensure good/effective hygiene levels. All staff to ensure the site is as safe and as hygienic as possible. 	<ul style="list-style-type: none"> Ensure resources shared between classes (e.g. sensory or therapeutic equipment) are cleaned frequently. It must be meticulously cleaned between its use by different classes or rotated to allow it to be left unused and out of reach for 48 hours (72 hours for plastics). Continue daily spraying of outdoor play equipment. Cleaning schedule in place to ensure effective hygiene standards. Completed by each class team daily. 	<p>Sept 2020</p> <p>Sept 2020</p>	
9.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous	All members of the school community	<p>All staff must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> All staff and parents to understand their responsibility should they be showing symptoms of COVID-19 and be ready and willing to: book a test, provide details of who they have been in close contact with 	<ul style="list-style-type: none"> Cleaning Company to arrange for a deep clean of for September 2020. The cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn. 	<p>Before start of Autm term</p>	

	cough or a high temperature)		<p>and to then self-isolate in line with current government guidance</p> <ul style="list-style-type: none"> ● Revise plans and source suitable PPE supplies to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE ● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ● Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. 	<ul style="list-style-type: none"> ● Revise plans and PPE supplies in the light of experience or any updated guidance. 	<p>Sept 2020</p> <p>On going</p>	
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			<ul style="list-style-type: none"> • If any members of staff are displaying symptoms they should be tested 'as soon as practicably possible.' • If the school is notified of a positive COVID19 test result for a member of staff, the school will contact Public Health England immediately for advice. (Telephone – 0344 225 3861, Option 3 Option 1.) PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff. • In line with government guidance school must not share the names or details of people with COVID-19 unless essential to protect others • If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. This may include a larger number of other pupils/staff self-isolating as a precautionary measure. 		<p>On going</p> <p>On going</p> <p>On going</p>	
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10.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> • During the partial opening since 20th^d March 2020 staff have developed further expertise and experience in supporting home learning across the curriculum. • For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). 	In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.	On going	
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Check Cleaning Company have a Covid 19 RA schedule and get a copy	Fay	12 th August	Emailed and awaiting reply 30-7
Create a class cleaning schedule for supervisors to sign off at the end of the day	Each Supervisor	2 nd September	
Contact all families to reinforce RA for Sept	Kerry	Before 1 st SEpt	
Add additional reminder signs around school	Diana (Cheryl)	Before 1 st September	
Find a new person to check our buildings, due to retirement of consultant	Fay	ASAP	Emailed and awaiting reply 30/7

Find out about re opening of swimming pool and if necessary add details to the RA	Kerry	September 2020	

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	