



School reopening: risk assessment template

The example measures we list are based on current 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 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](#)
- › [Guidance for secondary school provision](#)
- › [Safe working in education settings](#)



Who can be harmed: Pupils, staff, parents, visitors

Completed by: Helen Williamson (Head Teacher)

Date: 1st September Review Date: September 30th 2021

Circulated to: Governors, Staff, Leadership and Parents

Date shared with staff: 1st September 2020 – this update

Page | 2

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
		<ul style="list-style-type: none"> • 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>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 5 pupils or 10% of staff members have tested positive for coronavirus, the school will contact the DfE Helpline in the first instance. If further support is required the school will contact the local health protection team. The team will carry out a rapid risk</p>	<p>Headteacher/ first aid team</p> <p>Parents must be responsible for collecting children in a timely manner. Children can be isolated if this will take some time.</p> <p>Premises Manager</p> <p>Headteacher or Deputy in her absence</p>	<p>On receipt of home testing kits</p> <p>Policy in place currently</p>	<p>school. Specific guidance in first aid area of school office</p> <ul style="list-style-type: none"> • <u>No staff will take symptomatic children home as their vehicles are not suitable. The school will support parents in ordering a suitable taxi for the child</u> • Signage excluding access to areas requiring deep cleaning. Daily task list for Premises Manager and cleaning staff • Headteacher must be informed to contact PHE or to deputise someone else to do so. Deputy takes control in HT absence, SBM in

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
		<p>assessment. All positive cases must also be reported to West Sussex via E&SGrooup@westsussex.gov.uk</p> <p><u>Lateral Flow Device testing for all staff in school</u> From Sunday 5th September, all staff in school will undertake Lateral Flow Device tests twice weekly in order to identify any asymptomatic cases of COVID-19:</p> <ul style="list-style-type: none"> • Test are voluntary • Tests taken on Sunday and Wednesday evening with results reported to school by the end of the evening • Negative results are emailed to covid19@billingshurstprimary.org.uk by the end of the evening of the test • Positive or two void tests to reported by 	Headteacher	All currently in place	<p>Deputy's absence</p> <ul style="list-style-type: none"> • Surrey & Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069 <p>Staff includes all regular visitors to the school including therapists, volunteers and professional visitors</p> <p>Staff undertaking the tests agree to report the results to school and NHS Test and Trace.</p> <p>Staff not agreeing to take the tests may still attend school. Tests are for use by staff only.</p>

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
		<p>telephoning Headteacher as soon as possible</p> <ul style="list-style-type: none"> All staff sign for tests and agree to report results to the school and NHS Test and Trace Positive LFD tests will require isolation and a PCR test booked on line. Staff instructed to continue to abide by risk assessment and national guidance even when testing negative 		All currently in place	
2.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>The school will communicate with parents to encourage walking to school, scooting and cycling in line with our travel plan and eco-school status. Most children are within walking distance as they live within the village boundary.</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>Headteacher to communicate through newsletter and social media/website</p> <p>Headteacher</p>	In place	<p>Staggered start and finish:</p> <p>8.40 Y1 and Y4 8.50 Y5 and Y2 9.00 Y6 and Y3 9.10 Rec 3.10 Y4 and Y1 3.20 Y5 and Y2 3.30 Y6 and Y3 3.00 Rec</p> <p>One entrance split into two lanes. One way system not possible so need to reduce numbers at any one time</p> <p>One group of children are currently travelling to and from the school on West Sussex transport. All children under the</p>

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
		<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"> • The protocols for minimising adult to adult contact: <ul style="list-style-type: none"> ○ Older pupils should be left at the gates where possible ○ Only one adult per family pick up/drop off ○ Messages and concerns should be telephoned/emailed to school rather than attending school office ○ Younger children brought to playground and drop off without adults entering the building ○ Staff to maintain 2m distance from other adults at all times ○ All adults coming in to school for appointments to wear masks unless exception can be provided. Staff to wear masks when meeting parents indoors 	In place		<p>age of 11. All children coming to school from the same address. West Sussex transport – dedicated – follows the published guidance</p> <ul style="list-style-type: none"> • Communicate protocols to parents in initial newsletter specifying arrangements then followed up regularly via the newsletter • Senior staff to monitor entrances and congregation points at start and end of day
3. Spreading infection due to touch, sneezes and coughs		Handwashing facilities will be provided. All classrooms have basins, soap and hot water. Additional hand sanitisers in every classroom and working space, staffroom, offices, school entrance. Additional signage reminding all members of the community to wash/sanitise hands regularly and	Headteacher	Currently in place	<ul style="list-style-type: none"> • All staff to inform when replacements are needed • Signage to support compliance with protocols

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
		<p>following guidance</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, and before going home 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>We will consider if there are any pupils at school that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them. This may be relevant for children in the new Reception intake that are not currently in school at the time of this risk assessment</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>	<p>All staff</p> <p>All staff</p> <p>EYFS staff</p> <p>Premises officer/all staff</p>	<p>Currently in place</p> <p>Currently in place</p> <p>1st Sept 2021</p> <p>Currently in place</p>	<ul style="list-style-type: none"> Catch it, bin it, kill it' signs in every classroom and around the school Complete specific health care plans for any children requiring adjustment or intimate care Premises officer to monitor and replace sanitiser, soap, paper towels on a daily basis

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
		<p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied each day.</p> <p>Masks will be required in areas outside the classroom where social distancing cannot be guaranteed. All visitors (non-members of staff) entering the school entrance will be required to wear a mask in school</p> <p>Social distancing to be maintained in areas where staff congregate – i.e. staffrooms. Limit on number accessing staff room and removal of furniture requiring close contact. Identify additional areas for staff to take breaks where social distancing is maintained.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>All staff working in close contact with children (Intervention, EYFS, KS1) will be able to wear a mask. Visors are not recommended as they are not adequate in preventing transmission</p>			<ul style="list-style-type: none"> Cleaning team to empty bins each day and disinfect bins
4. 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 	Premises Office and cleaners	Currently in place	<ul style="list-style-type: none"> Cleaning staff to thoroughly clean according to schedule set out by Premises Officer and agreed by HT/SBM Premises Manager to monitor cleaning compliance on a daily basis and to intervene if an issue arises immediately

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
		<ul style="list-style-type: none"> • Light switches • Reception desks • Computer equipment (including keyboards and mouse) • Telephones • Fingerprint scanners <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: classrooms, learning spaces, libraries, halls</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>	<p>Headteacher/ classroom staff</p> <p>Premises Officer</p> <p>Premises Officer</p>	<p>Currently in place</p> <p>Currently in place</p> <p>Currently in place</p>	<ul style="list-style-type: none"> • Halls cleaned daily.
5.Spreading infection due to excessive contact and		Due to the size of the school and number of classes, it is not logistically possible to operate 21 bubbles. We will operate 7 year group bubbles. For the first month of the new term and year we will operate in the year group	Headteacher Implementation: Class teachers	1 st September 2021	<ul style="list-style-type: none"> • Separate break and lunchtimes with zoned outdoor spaces to ensure bubbles do not mix

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
mixing between pupils and staff in lessons		<p>bubbles. Break and lunchtimes will remain separate to reduce transmission. Please see BPS Contingency Plan for actions taken in the event of more than single confirmed infections.</p> <p>Initially, assemblies of whole Key Stages will not take place. Assemblies will be in classes and year groups. Indoor singing will be limited for the first half term until rates of infection are determined. Peripatetic music lessons can take place within the year group bubbles.</p> <p>Indoor P.E. may take place but the hall spaces must be well ventilated</p> <p>At break times and lunch times, bubbles will be kept separated by staggered sessions and separate places.</p> <p>Staff may 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. Intervention and other staff who may need to move between classes and year group bubbles must maintain a social distance where possible and wash hands on entering and exiting a bubble, class or year group.</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</p>	Year leaders	<p>All currently in place</p> <p>Currently in place</p>	<ul style="list-style-type: none"> Staff should do their utmost to ensure that there is some distance (.1m) between themselves and the children. PPE available to all staff required to have close contact. Request further supplies at school office before they run low Key 2 Music to continue without singing element Singing assembly replaced with class assembly Field boundary in place – Premises Officer Use of field and encouragement to bring wellies to school to extend play space Reminders in staff

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
		<p>Rooms will be accessed directly from outside where possible,</p> <p>Toilet use will be managed to avoid crowding. Year groups have their own dedicated toilets. A one in one out approach and supervision to ensure limited number of children enter at one time during break times.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staffroom and additional spaces (PPA room, office annexe) will be accessed at different times due to staggered break and lunchtimes. Staff to have lunch in their area, not staffrooms. Staffrooms restricted for making drinks only</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing, wearing of masks 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>Windows in all occupied spaces to be open to improve ventilation and air flow.</p>	<p>Headteacher</p> <p>All staff</p>		<p>toilet, the library</p> <ul style="list-style-type: none"> • Outdoor spaces zoned • Lunches staggered and co-ordinated to alternate eating and playtimes • IT suite: one morning and one afternoon session only per year group bubble.. Premises Manager to clean between sessions 11.30-12 • Signs on <i>staffroom door</i> • Contractors to access site where possible outside of school hours • Fire doors MUST NEVER be propped open; doors on electronic release must be open to improve air flow
7. 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>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>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>Headteacher SBM Premises Officer</p>	<p>Currently in place</p> <p>Currently in place</p>	<ul style="list-style-type: none"> • Checks made by Premises Officer and Headteacher • Fire drill early in Autumn Term • Windows in all classrooms, learning areas and office to be open to allow good ventilation. All internal doors held open by alarm release

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
					magnets <ul style="list-style-type: none"> No enclosed lifts in school
8. 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 with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted in school with parents/visitors/staff wearing masks, or in a room large enough to allow for social distancing.	Headteacher Headteacher	Currently in place	<ul style="list-style-type: none"> Parent consultations will be at least supported by School Cloud video conferencing system Autumn 2021 to reduce necessary face to face meetings Governors meeting to be virtual on 15th September and then careful consideration made regarding on-site meetings
9. Individuals vulnerable to serious infection coming into school		The school will continue to follow any shielding guidance in place to decide who should come into school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 If the guidance is paused, all staff and pupils are expected to come into school, 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. For pupils on shielded list: shielding is currently paused and all children previously shielded may return to school. Medical advice for specific children will be heeded in	Headteacher Headteacher	Currently in place	<ul style="list-style-type: none"> Make adjustments to support the staff members' return to work Medical advice to be reviewed by HT or SLT in her absence Where parents have concerns, the school will work with them to get the children back to school using appropriate strategies i.e. short-term phased return to build confidence. Referrals for FPNs will be

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
		<p>exceptional cases where concerns remain about contact with others for children returning to school.</p> <p>Any pupils not attending due to shielding or self-isolation will be able to access the curriculum remotely (see above) either online or through printed hard copy where requested.</p> <p>All other children should be attending school and their attendance recorded in line with DFE requirements https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p>			made when a child's attendance is not considered proportionate or necessary and is unresolved within a reasonable amount of time
10. Public Health Advice/ second lock down restricts access to the curriculum for all or some children	Children Staff	<p>On line curriculum to be ready to be delivered in the event of a partial or complete lockdown. The school will prepare an on line curriculum that reflects the school curriculum and is available to deliver immediately,</p> <p>Provision made for children with limited access to internet and technology so that no child is disadvantaged. School has access to 28 Chromebooks to support identified children</p> <p>Support for staff in managing the workload in delivering an on line curriculum support for children working at home, and their families, is available from the start of a lockdown</p>	<p>Headteacher Deputy Headteacher Year Leaders and Class teachers</p> <p>Headteacher</p>	1 st September 2021	<ul style="list-style-type: none"> Copies of all work available to families in printed format on request Continued use of Padlet as platform for on line learning Use of year group emails for communication between children and teachers Staff supported in preparing curriculum for on line learning in dedicated time

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
11. No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Children	To have DSL cover available at all times. 5 DSLs have up to date and current training: HT remains senior DSL	Headteacher	1 st September	<ul style="list-style-type: none"> HT, DHT , two AHTs and SENDCo DSL trained. If no DSL available due to illness, identify locality Head as designate DSL
12. A local or wider outbreak of COVID-19	Children Staff Families	<p>Engage with NHS Test and Trace https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Contact DfE Advice line 0800 046 8687</p> <p>If requested, contact https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Staff and parents/carers to understand they must be willing and ready to</p> <ul style="list-style-type: none"> Book a test Provide details of anyone they or their child have been in close contact with if they were to test positive Self Isolate if they are asked to by Test and Trace <p>Manage confirmed cases of COVID-19 within the school community: Headteacher, or SBM in her absence, should contact the local health protection team:</p> <ul style="list-style-type: none"> Surrey & Sussex HPT (South East) at: - Public Health England 	Headteacher	In place	<ul style="list-style-type: none"> Communicated to all staff and families via letter before 1st Sept Parents/carers and staff asked to inform the school immediately when results of tests are received No child or adult displaying symptoms of COVID-19 may return to school until a test has been undertaken and results received SLT to be informed and kept up to date to ensure flexibility in leading on COVID in absence of HT/SBM HT or her deputy – see

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
		<p>County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069</p> <p>HPT will carry out a rapid risk assessment to guide school through steps to take. They will provide definitive guidance on whom should be sent home – access to records of children and staff in groups and bubbles will be maintained to support this.</p> <p>A child will be refused entry into the school if they are displaying symptoms of COVID-19. Parents cannot insist their child attends school.</p> <p>See the BPS Contingency Plan for actions in the event of an outbreak</p> <p>The online curriculum will provide:</p> <ul style="list-style-type: none"> • sequenced, high quality resources linked to the school's curriculum expectations • Be available to all through the same format • Be available in printed format on request • Be deliverable with or without access to computers within the home • Be supported by contact with teachers via year group emails and regular telephone calls • Be supported by video resources where possible in the event of a complete year group or school lockdown. These may be school generated or from a provider checked by the school i.e. NCETM or some 	<p>Headteacher</p> <p>Headteacher</p> <p>Deputy Headteacher/ Assistant Headteachers/ Year Group Leaders</p>	In place	<p>above – will record the guidance received and this shall be followed in all circumstances. A record of the actions taken must be kept by the HT or completed and sent to the HT</p> <ul style="list-style-type: none"> • Chair of Governors must be included in any decision to close the school

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
		Oak Academy resources			