

## Risk Management - Assessment Report

**Work Area or Activity:**

Full Return to School during COVID-19

**Risk Area:**

Management and Site Maintenance

**Assessment Framework:**

Full Re-Opening of Schools - COVID 19

**Competent Person**

Helen Ward

**Groups Affected:**

Staff, pupils, parents and visitors

**Notes:**

This is a review of an assessment carried out on  
15/07/2020

It was marked as 'nothing had changed' by Helen Ward on  
16/09/2020

This is a review of an assessment carried out on  
16/09/2020

This is a review of an assessment carried out on  
18/09/2020

This is a review of an assessment carried out on  
18/09/2020

This is a review of an assessment carried out on  
06/10/2020  
13/11/2020

**Assessed on:**

**To be Reviewed on:**

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Failure to follow Government, DFE, Local Authority, PHE and NHS advise.	Full guidance has been read and addressed through the completion of this risk assessment and relevant safety measures that are to be put into place. Advice/guidance is available to all staff.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Premises/compliance not checked to ensure full reopening is safe.	Full re-opening checklist to be followed at the end of the summer holidays. All site checks to be carried out in accordance with the guidelines.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Standard Operating Procedures not amended (where necessary) to reflect changes in occupancy e.g. fire and evacuation procedures, movement around site, vehicle movement etc.	All procedures have been evaluated and updated to reflect the new arrangements. Staff and parents will be informed of changes before the children return to school in September. Pupils will be informed on the first day of term. A fire alarm drill will take place on the first day back.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of procedures in place for controlling visitors, contractors and deliveries to site (this should include unauthorised visitors) - consideration should also be given as to whether to resume Lettings etc.	Clear procedures for managing visitors to site. There is controlled access through the main entrance with the usual signing in procedures. Hand sanitizer must be used on arrival and PPE is available for use. Educational visitors will follow the guidelines regarding keeping a distance from children. Any contractors should aim to be on site before or after school but if this is not possible they should be accompanied at all times and areas used sanitised thoroughly once contractor has gone. Deliveries will be stored in a safe place and distributed after sanitation or 72hrs after arrival.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up to date information for Staff.	Any new information will be shared with staff as and when it arrives. The RA will be an agenda item every staff meeting. If any changes to the RA are needed staff will be told immediately. All staff will be encouraged to feedback any concerns to management on a daily basis.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up to date information for Students, Parents and Guardians.	Parents will be informed of all the new procedures at the beginning of September, before the children return to school. The RA will be on the school website. Parents will be encouraged to share any concerns with teachers or myself (HW). If any key changes are required they will be shared with parents via email and the RA updated on the website.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Failure to provide support and/or reassurances to Staff who are anxious about a full return to school.	All staff who are due to return in September are happy with the safety procedures that are to be put in place. All staff will have a voice in determining the safest way to operate, following the guidance but also being mindful of providing the best possible experience for children. Any staff who do become anxious will be spoken to 1-1 and given advice and support. Full PPE is available to any staff member should they wish to use it. Staff have responsibility for hygiene and cleaning regimes within their working environments.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to provide support and/or reassurances to Student, Parents and Guardians who are anxious about a full return to school.	Full safety procedures and RA will be communicated to parents. Also the governments expectations regarding full attendance. Any parents who continue to have concerns will be spoken to 1-1 and encouraged to allow their child to return to school.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff identified as clinically or extremely clinically vulnerable attending site (including staff who are pregnant).	It is important for the whole school community to operate as safely as possible for the benefit of all but especially for those who fall into this category. The following steps must be implemented throughout the school:- * Teach children about the importance of maintaining a distance from adults within the school and teach them what this looks like in practice. * Children/lessons organised with social distancing in mind i.e. spots on floor for children to sit on, outdoor learning whenever possible, break out spaces such as decking & cabin used as often as possible. * Extra focus on hand hygiene for vulnerable staff * Extra focus on cleaning regime in rooms where vulnerable staff work (everywhere). * Full PPE is available to any staff member who wishes to use it. * Ongoing communication regarding how safe people feel and the confidence levels in the RA and procedures in place. Change operational procedures as and when necessary. NOTE: 2nd Lock Down - Staff who are ECV to stay at home	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Staff living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable attending site (including those who are pregnant).	There are a number of staff who fall into this category. PPE will be available for this staff member, as well as full guidance on safe working practices such as regular hand washing and sanitisation. Please see box above.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Students identified as clinically or extremely clinically vulnerable attending site.	To the best of our knowledge there are no children who fall under this category. However, the protective measures put in place for all should offer children in this category safety and protection. An increase in socially distancing from 0 to 1m+ would be considered.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Students living with someone or having regular contact with someone identified as being clinically or extremely clinically vulnerable attending site (including those who are pregnant).	As well as the protective measures being put into place within the school environment, the parents of such children should put additional protective measures in place within their homes. For example, wash clothes on return from school, keep a distance wherever possible within the home or reduce contact wherever possible.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	Any staff member showing symptoms of COVID-19 will be instructed to get tested immediately and isolate away from work until test results are returned. If negative result given, staff member can return to work once well enough to do so. If a positive result is given, the class bubble will be sent home to isolate for 14 days and get tested if they present with symptoms. If tested after 9 days and a negative result is returned, they may return to work. The school will be deep cleaned and fogged with an anti bacterial mist. If a staff member has contact with someone displaying symptoms, they will be asked to self isolate for 14 days, or until that person has a negative test result.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Students displaying known symptoms of COVID-19 whilst on site or living/having regular contact with someone displaying known symptoms.	The procedures here are the same as for the staff member in the box above.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Lack of procedures in place to manage confirmed cases of COVID-19 within the school community.	Any confirmed cases of COVID-19 within the school community results in a bubble being sent home. Out of respect to other parents within the school, all families will be notified about the confirmed case. We have cross overs of bubbles as there are many siblings who are in different classes and the advice is that if a child is isolating, then their family should also. The whole school should be deep cleaned and fogged. If any more cases present themselves then the relevant authorities will be notified and a community testing bus may be sent to the school.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of procedure in place should an outbreak result in rapid closure of the premises or part of the premises.	As the school is relatively small, 2 cases or more within the space of 14 days would probably result in closure of the school with Public Health Authority taking over the situation and providing the guidance and support in aiming for a full reopening. All areas would be deep cleaned and fogged. Teachers will revert immediately to teaching through Google Classrooms (training to arranged for September) and endeavour to maintain a steady, broad and balanced curriculum.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Travelling to and from school – walking, cycling, parents dropping off on foot or via car, own school transport (minibuses), school transport providers and public transport.	Most pupils travel by car, the rest by foot. The staggered start and finish times should eliviate congestion at either of the two entrances to the school site. Parents will be requested to socially distance themselves from other parents and pupils at all times.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Mass arrival and departure to and from school resulting in gatherings at school gate(s) and access points.	There are staggered start and finish times to the school day with separate entrances for each class bubble.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to coordinate arrival times with other users of the site such as nurseries that are not under school management.	There are no other users on site.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to coordinate arrival times on sites of multiple occupancy.	There are no other users on site.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Lack of procedures for controlling access to and from the premises.	There will be a member of staff monitoring the use of both entrances to the school. Reminders will be sent to parents as and when necessary regarding the importance of sticking to agreed arrival and departure times as well as social distancing.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to allocate year groups and staff into bubbles (in order to deliver the full range of curriculum subjects) and maintain distancing between bubbles during movement around site.	Class bubbles have already been identified, with staff allocated. Each bubble will have it's own outdoor play area and learning space within the building. There should be no close contact between bubbles on site.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to have procedures in place for staff/students (holidays etc.) returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	All staff and parents will be asked to inform the school if they have travelled abroad to areas with recent spikes in COVID-19. School will keep regular checks on the latest government advice regarding areas of risk and advise parents accordingly. Any staff or pupils who have visited areas will be instructed to self-isolate away from school for 14 days following their visit. This includes members of their household if they attend schools within NCLT.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to have procedures in place for staff/students coming into contact with others returning from parts of the UK and overseas known to have had recent spikes in COVID-19.	All staff and parents will be asked to inform the school if they have travelled abroad to an area with a recent spike in COVID-19. School will keep regular checks on latest government advice regarding areas of risk and advise parents accordingly. Any staff or pupils who have visited areas of concern will be instructed to self-isolate for 14 days following their visit. This includes members of their household if they attend schools within NCLT.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Failure to amend existing risk assessments for school trips, visits and extra-curricular activities - domestic overnight stays and overseas visits are not advised at this stage.	There will be no overnight visits arranged during this period. Any day trips will be risk assessed accordingly, in line with the latest guidance.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of facilities to accommodate year group bubbles whilst maintaining distancing between bubbles - classrooms, work areas, lunch/break areas and recreational spaces.	These spaces are already allocated, with enough space in school to accommodate.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>



Lack of hand washing and welfare facilities to accommodate year group bubbles whilst maintaining distancing.	All bubbles will have access to hand washing facilities (Class 2 & 3 will stagger when they use the shared facilities) and sanitizer stations. Two sinks will be installed outside during the summer holidays to help speed up the hand washing process.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Staff and students not washing hands frequently.	Hand washing will take place during break times and at the beginning and end of lunchtime (4 times). Staff reminded weekly, children reminded daily.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Over-use of hand sanitiser etc.	Hand sanitiser to be used at the start and end of the day, and also at other points where time is of the essence and 28 children washing hands would be too lengthy a process. Parents will be asked to inform us of any child who may be sensitive to hand sanitiser.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination between year group bubbles due to staff moving between bubbles.	Staff movement between bubbles will be kept to a minimum. Hand sanitiser or washing will take place between any moves that are necessary.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination between year group bubbles due to members of the same household being allocated into separate bubbles.	This is managed through good personal hygiene and through the hand cleaning routines on arrival and departure from school.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination between year group bubbles from shared facilities – classrooms, work areas, resources such as library books, lunch/break areas, recreational spaces, gym/fitness suite equipment, playing fields and associated equipment.	Shared facilities/resources will be kept to a minimum. It may on occasion happen with shared PE equipment or main hall space. In these instances, equipment and areas will be cleaned and wiped down with anti bacterial cleaner between use.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination between year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	The only welfare facilities to be shared are located between Class 2 & 3. These toilets will be cleaned during the day and staff will monitor use so that children from each class do not come into contact with each other.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination within year group bubbles due to physical contact - staff/student contact, peer to peer contact.	Physical contact within bubbles is likely as there is no expectation for children to socially distance. The children will be sat next to each other. Regular hand sanitation, catch it, kill it, bin it messages and reminders to give each other space outside will be measures to minimise risk	Yes	Severity:4 Likelihood:3 <b>Risk Rating:12</b>	
<b>Changes awaiting implementation/ verification</b>		<b>Date to be implemented</b>	<b>Days to Monitor</b>	

		21/09/2020	7	Severity	
				Likelihood	
				Risk Rating	
				Acceptable?	UnValidated
Cross contamination within year group bubbles due to sharing resources/equipment, gym/fitness equipment, sports equipment or passing on loaned equipment such as library books etc.	Shared resources will be kept to a minimum. Each older child will have their own set of equipment that is used regularly. The hand washing routine is the most important measure to mitigate risk along with the enhanced cleaning routines.	Yes		Severity:4 Likelihood:3 <b>Risk Rating:12</b>	
<b>Changes awaiting implementation/ verification</b>		<b>Date to be implemented</b>	<b>Days to Monitor</b>		
			7	Severity	
				Likelihood	
				Risk Rating	
				Acceptable?	UnValidated
Cross contamination within year group bubbles due to shared personal equipment (water bottles, toys etc.), physical activities (PE etc.).	Children will not be allowed to bring in any personal equipment from home other than, lunch box/bag, book bag, coat and water bottle. Any items brought in will be for individual use only. If children are not using trainers as their normal school uniform they will also need to store trainers on their peg.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Cross contamination within year group bubbles due to shared welfare facilities such as toilets, sinks water fountains, vending machines etc.	The only shared facilities within bubbles are the toilets. They will be subject to an enhanced cleaning routine.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Inadequate supervision levels should staff levels drop (individual year group bubbles and the whole school in general).	Where bubbles cannot be adequately staffed due to staff sickness or absence, we will recruit suitable supply staff or use our staffing resource within the school. It is unlikely that a bubble will be unstaffed and therefore sent home.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Inadequate supervision levels to maintain safe movement around site and avoid year group bubble to bubble contact.	At all breaktimes, bubbles will be supervised by school staff. As the children are outside it is easier to maintain a 2m distance and so groups can be supervised by staff from other bubbles.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Inadequate supervision levels at lunch/breaktimes to maintain distancing between year group bubbles.	The outside area is zoned so that bubbles do not make contact with each other. If supervision levels are too low the same rules apply as in boxes above.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	
Lack of facilities to maintain distancing between staff in staff areas.	The staff room is able to accommodate 5 adults at a safe distance. The room will be limited to this number. Staggered breaktimes should help to ensure that this is possible.	Yes		Severity:4 Likelihood:2 <b>Risk Rating:8</b>	



Lack of first aid trained staff and facilities to support year group bubbles (including paediatric where necessary).	There will be at least one first aid trained member of staff on site at all times. New staff members will be directed to complete online first aid/paediatric first aid training.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of staff to support pupils with individual and specific medical needs (including dispensing of medicines and provision of medical procedures.	Pupils with specific needs are allocated a member of staff to support them within their bubbles. If a staff member is absent another staff member will be allocated the responsibility.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of staff to support pupils with individual and specific care needs (e.g. support for toileting etc.).	There are two children within the same bubble who require intimate care. There are 3/4 adults within this bubble who can provide intimate care when needed.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of staff to support pupils with specific emotional or behavioural needs.	The vast majority of staff within school have some training in supporting pupils with emotional needs. Where this is more acute advice and support is given from the TIS trained SENDCo. In extreme cases the child would be sent home for their own welfare, if it was appropriate.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of canteen staff, catering facilities and the dining space required to provide school meals to all year group bubbles whilst maintaining distancing.	It is Aspens responsibility to provide the school kitchen manager. We have a supervisor for each bubble and teachers will add extra cover if needed. Lunches are staggered with Class 3 starting at 11:45am and Class 2 arriving once they have finished being served. The hall will be zoned for these two classes. Once these two classes are all seated Class 1 will come to collect their meals and return to the classroom where the packed lunches will already be. Children will not share any cutlery or food items.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Inadequate cleaning staff/site team on site throughout the day to clean frequently touched areas, welfare facilities, shared areas etc. and areas used by different year group bubbles.	There is a cleaning station within each room of the school. Staff and pupils (older) will have access to wipes to clean down areas and resources throughout the day. Cleaning staff will thoroughly clean the school at the end/beginning of each day. The kitchen manager will thoroughly wipe down all surfaces in the school hall after service.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Inadequate staff equipment/facilities and cleaning products/PPE to ensure the school is thoroughly cleaned at the end of the school day/start of a new day.	The in house NCLT cleaning company are responsible for maintaining adequate stock levels. The school is responsible for maintaining adequate levels of cleaning products (wipes, spray and cloths) for cleaning routines carried out during the day.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross contamination across site due to lack of procedures for disposing of used and potentially contaminated cleaning materials etc.	All bubbles have access to a non touch bin with a lid. All cleaning materials and waste products are disposed of in sealed refuse sacks and stored in a refuse bin outside.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff members transmit COVID between one another (and therefore bubbles) through lack of social distancing.	- Limit on staff in staffroom - Staff to socially distance outside - Any meeting held to adhere to social distancing regulations	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff member to transmit COVID to Kerry in the office.	- Kerry to leave office if staff member needs to enter - Staff member to wipe phone, file and surface area if touched before leaving room - Kerry to wipe door handles and hand sanitise	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Chance of COVID being contracted increases due to lack of appropriate ventilation.	Air flow increased through all rooms within school through the opening of doors and windows	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Helen Ward                      Signed .....                      Dated .....

Co-ordinator                      Signed .....                      Dated .....

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