

Rosebrook Risk Assessment for the Wider Re-Opening of Schools – COVID-19

Activity/Situation	Wider Opening of Schools							
Location								
Persons at Risk	Pupils	✓	Employees	✓	Visitors	✓	Contractors	✓
Hazard(s)	1. Social Distancing Measures Not Followed							
	2. Social Distancing Measures Not Followed During Travel to and from School							
	3. Incomplete Premises Management Checks							
	4. Inadequate Cleaning							
	5. Shared Resources							
	6. Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors							
	7. Site User Becoming Unwell							
	8. Site User Developing Symptoms							
	9. Inadequate Hand Washing/Personal Hygiene							
	10. Inadequate Personal Protection & PPE							
	11. Visitors, Contractors & Spread of Coronavirus							
	12. Inadequate Ventilation							
	13. Fire and Intruder Alarms and Emergencies, Including Lockdown							
	14. School Activities							
	15. Mental Health of Pupils and Staff is Adversely Affected							
	16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.							
	17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.							

This document is meant to be a 'living' document that can be updated when required to reflect changes of guidance of or within the individual setting, as far as it is reasonably practicable to do so. Schools should consult with their workforce and trade union as part of putting measures in place.

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Control Measures	Additional Information	Yes	No	N/A
1. Hazard - Social Distancing Measures Not Followed				
Classes have been grouped into bubbles of 10 children with 2 adults. Rooms have been measured to allow for social distancing.	DfE Guidance: Actions for education and childcare settings to prepare for wider opening from 1 June 2020 DfE Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to.	Early Years Foundation Stage There is an additional adult in each Reception bubble to cover nappy changing and giving pupils free flow to the outdoor space (when it is that class's turn on the rota).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As per the existing 'Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak' guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so.	Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance Safeguarding briefings will take place every Monday when pupils will be discussed, and RAG rated. Home visits will take place and phone calls home will continue to be regularly made. All staff will continue to raise immediate concerns through CPOMs and they will be discussed by the safeguarding team to decide if pupils should come to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of pupils who access the cloakroom facilities at any one time are limited to ensure social distancing can be maintained.	Coat pegs are numbered 1-10 and have been spaced out accordingly so that coats are not touching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	Teachers will allow only one pupil per bubble at a time into the toilet block and spots on the floor will indicate where to stand when washing their hands to remain socially distanced.			
Classrooms and learning spaces have been re-modelled with desks and chairs in place that allows for social distancing.	<p>In Y1 and Y6, pupils will have their own double desk and their own personal equipment in a plastic wallet. Teachers will not mark work but will use AfL gathered during lessons to inform planning.</p> <p>In Reception, the number of chairs around larger tables will indicate to the pupils that no more than 2 children can do the activity at any one time. The whole of the Reception area will be used for one bubble and the whole of the nursery will be used for the other. They will share the outdoor space but on a rota basis. Equipment will be reduced to a minimum so that staff can easily monitor what has been used and will be put away or washed before it is next used.</p>	☒	☐	☐
Staff consistently model good practice in terms of social distancing.	<p>Use of yellow feet & spots on the ground, cones and barriers will help staff and pupils to remember the social distancing rules. All staff will attend a team briefing with SLT before reopening and will go through procedures in detail.</p> <p>The headteacher demonstrated good practice on the video sent out to parents more than a week before the pupils were due back. It detailed the lining up and handwashing procedures as well as how to use toys safely.</p>	☒	☐	☐

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Control Measures	Additional Information	Yes	No	N/A
	Behaviour Policy Addendum written and shared with Governors and staff.			
Pupils use the same classroom or area of a setting throughout the day. Where movement or circulation is necessary, measures are in place to warrant a 2-metre distance between pupils (and staff).	<p>All bubbles have their own designated entrance and exit as well as cloakroom, toilets and sinks. Breaktimes, lunch times, and use of any outdoor space – all will be on a rota and are staggered so that only one bubble is on the yard or field at any one time.</p> <p>Start and finish times are staggered to minimise the number of parents and pupils on the yard at any one time before and after school.</p> <p>(See rotas and timetables shared with staff in whole staff meetings and team briefings).</p> <p>Behaviour Policy Addendum written and shared with Governors and staff.</p>	☒	☐	☐
Pupils are seated at the same desk each day if they attend on consecutive days. If pupils do not attend on consecutive days, then cleaning procedures are in place between groups. Deep cleaning will take place on a Friday afternoon at the end of each bubble cycle.	<p>Pupils will attend for 5 consecutive days then have a break for 10 days until they return.</p> <p>In Y1 and Y6, pupils will be allocated a desk and set of labelled equipment, including a new water bottle, on day one which will be theirs for the entire week.</p> <p>At the end of the week, their plastic wallets of equipment will be stored in their trays until they return. Water bottles will be soaked in sterilising fluid and stored until pupils return.</p> <p>In reception, toys will be selected so that they are easy to wash / soak once played with. Toys played with by a pupil will be placed in a “used toys” box and washed or put away for at least 3 days before being played with</p>	☒	☐	☒

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Control Measures	Additional Information	Yes	No	N/A
	<p>again. All pupils will have their own set of equipment in a plastic wallet which will stay in their own trays when not in use.</p> <p>(Also see videos and logistics meetings notes for staff).</p> <p>Behaviour Policy Addendum written and shared with Governors and staff.</p>			
<p>Pupils and staff where possible, only mix in a small, consistent group or “bubble” and that small group stays away from other people and groups. It is made clear to parents that while every endeavour will be made to ensure children within school comply with social distancing requirements, this cannot be guaranteed. No additional lunchtime staff are to be brought into the class bubble. The only exception will be an outdoor play leader who will work with only one year group.</p>	<p>These measures should be adhered to during period of wet lunchtimes and breaktimes.</p> <p>Forest School leader and PE coach will work with only one year group and will be briefed in person by SLT about social distancing and use of equipment. The PE coach will have attended training w/c 1st June on how to conduct safe PE sessions during COVID19.</p> <p>Phone calls will be made to every parent of Reception, Y1 and Y6 parent w/c June 1st to go through expectations and reiterate message that nothing is guaranteed 100%.</p> <p>(See letter to parents, rotas/timetables and pupil groupings. Also see phone call notes from contact with Reception parents).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</p>	<p>See pupil groupings, timetables and rotas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p>	<p>See pupil groupings, timetables and rotas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Consideration given to children with SEN especially where there is a known risk of them requiring Team Teach (physical intervention) strategies and/or biting and spitting other pupils or staff. An individual risk assessment for children in this category will be undertaken and the most appropriate outcome determined that ensures the safety of the child, other pupils and staff.</p>	<p>School SENDCo to be responsible for ensuring risk assessments for children with SEN are undertaken if necessary.</p> <p>Behaviour Policy Addendum written and shared with Governors and staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>During this initial phase of wider re-opening, children will not have access to one to one adult support, even if this is normally in place for them. If necessary, an individual risk assessment will be undertaken to look at alternative options. As pupils will be taught in much smaller groups, this will ensure all children have access to more targeted support.</p>	<p>School SENDCo to be responsible for ensuring risk assessments for children with SEN are undertaken if necessary.</p> <p>Behaviour Policy Addendum written and shared with Governors and staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff positioning – standing behind pupils, working from above pupils, staff walk with hands clasped to avoid contact.</p>	<p>See videos and photographs of classrooms to show position of staff in classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p>	<p>See procedures staff have been asked to run through with pupils on day 1 of each new week.</p> <p>Teachers will include additional handwashing in their daily routines. See teacher timetables shared with pupils each week.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to which lessons or classroom activities could take place outdoors.</p>	<p>Forest School leader and PE coach will work with only one year group and will be briefed in person by SLT about social distancing and use of equipment. The PE coach will have attended training w/c 1st June on how to conduct safe PE sessions during COVID19. Each outdoor lead will have a supply of first aid equipment and PPE supply. They will also have a designated</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<p>hand-washing area and hand sanitiser for ease of use when holding tools or equipment.</p> <p>Field and yard calendars will be created so that teachers can book out the spaces safely, knowing there will be no other bubbles using the areas.</p>			
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building.	Each bubble has their own exit and entrance door which can be accessed from the outdoors therefore no internal corridors will be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school behaviour policy has been revised to ensure compliance with social distancing and this has been communicated to staff, parents and pupils.	See Behaviour Policy Addendum which will be shared with staff and parents before reopening to more pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of pupils who use the toilet facilities at any one time are limited to one at a time where possible to ensure they do not become crowded. Visual aids to illustrate a 2-metre distance will be in place at toilets and handwashing/sanitiser facilities and pupils will be made aware of them.	Coloured spots or yellow feet will indicate where to stand at sinks to socially distance. Teachers will allow only one pupils per bubble to visit the toilet at any one time. Posters on when and how to wash hands will be displayed in the washrooms. Washrooms will also have large floor mats to remind pupils in a child-friendly way to wash their hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is clear signage in classrooms and circulation spaces that promotes social distancing.	See videos produced to show procedures and measures in place – the yellow feet, spots and cones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemblies have been suspended until further notice.	Each class teacher in Y2-5 when working from home will deliver a class assembly once a week via a virtual platform.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break times are staggered so that all pupils are not moving around the school at the same time. External areas are designated for different groups and pupils are reminded about social distancing as break times begin.	<p>See map of school showing designated areas.</p> <p>See rotas and timetables.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Lunch breaks are staggered. External areas are designated for different groups after they have eaten their lunch, and pupils are reminded about social distancing as lunch times begin. Supervision levels have been reviewed, especially with younger year groups, to support implementation of social distancing. Pupils should clean their hands beforehand and enter in the groups they are already in; groups should be kept apart as much as possible and tables should be cleaned between each group. Pupils will be brought their lunch in their classrooms. Guidance has been issued to parents and pupils regarding packed lunch arrangements e.g. use of disposable bags rather than packed lunch boxes or cases.</p>	<p>See rotas / timetables, class timetables, lunchtime guidance to staff, and letter to parents.</p> <p>Everything provided by school will be disposable and bagged immediately after use, to be disposed of by lunchtime cleaning staff from outside classroom doors.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Shared areas such as halls, dining areas and internal and external sports facilities are not being used for lunch or exercise</p>	<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Circulation plans have been reviewed and revised. Consideration given to potential pinch points and bottlenecks and a plan devised to manage these. Consideration given to one-way circulation utilising the outside areas of entrance and exit so limiting indoor use. Pupils advised not to hold hands.</p>	<p>Each bubble has their own exit and entrance door which can be accessed from the outdoors therefore no internal corridors will be used.</p> <p>Year groups will have staggered start and finish times to minimise the number of parents and pupils on the school yard.</p> <p>Yellow feet will indicate where to stand. Procedures for safe entry into school have been modelled by the Headteacher on the parents' video.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Consideration given to pupils that may need additional support to follow these measures (for example with meaningful symbols, and social stories to support them in understanding how to follow rules).	Procedures and protocols will be explicitly laid out on the first day of each new group – see logistics guidance provided to staff during team briefings. The parents of any pupils causing concern will have been contacted by the teacher, SENDCo or SLT beforehand to ask parents to show their children the video again and to go through the rules at home before coming in to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop-off and collection times staggered.	See rotas / timetables and letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents told that if their children need to be accompanied to the education or childcare setting, only one parent should attend.	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow social distancing guidelines. See letter to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact, including a plan for managing the movement of people to reduce the likelihood of people congregating. The use of floor markings to be utilised.	Schools will regularly remind parents of the protocols in relation to pick up and drop off. All SLT will be visible on entry and exit and will always verbally remind parents to follow the social distancing rules. Also see videos for parents modelling procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance/exits to use).	See letter to parents and videos.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>It is made clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</p>	<p>All SLT will be visible on entry and exit and will always verbally remind parents to follow the social distancing rules.</p> <p>There will be additional signage near entrances.</p> <p>Also see videos for parents modelling procedures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The number of entrances and exits will be maximised and external entrances to classrooms will be used where practical.</p>	<p>For safeguarding purposes, these must be closed at all times when not being used for access/egress.</p> <p>All bubbles will have their own door for access/egress.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Multiple groups do not use play equipment simultaneously.</p>	<p>All equipment will be single use.</p> <p>If any equipment has been used, it will be stored safely for at least 3 days before usage or sanitised by cleaning staff shortly after use.</p> <p>See Enhanced Hygiene Addendum shared with Governors, staff and parents via the website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.</p>	<p>In Reception, the number of chairs around larger tables will indicate to the pupils that no more than 2 children can do the activity at any one time. The whole of the Reception area will be used for one bubble and the whole of the nursery will be used for the other. They will share the outdoor space but on a rota basis. Equipment will be reduced to a minimum so that staff can easily monitor what has been used and will be put away or washed before it is next used.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Staff working in offices are adequately distanced, are on a rota or are working from home.</p>	<p>Where offices are shared, the number of staff will be reduced to a minimum and others will continue to work from home until they are on the rota.</p> <p>See staff rota.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Numbers of staff using the staff room are limited and the use of the staff room is staggered to ensure social distancing is maintained. Staff room furniture is reconfigured to adhere to social distancing.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff undertaking home visits will do so on a case by case basis and only,</p> <ol style="list-style-type: none"> 1. if absolutely necessary 2. where an electronic form of communication is not appropriate and, 3. upon consideration of the following; <ul style="list-style-type: none"> ➤ Risk to the pupil ➤ Risk to family ➤ Risk to the member of staff ➤ National guidance on social distancing and hygiene ➤ Statutory responsibilities including safeguarding <p>Staff contact the family prior to the visit to ascertain whether any member of the household is suffering from symptoms of COVID-19. Where they report no COVID-19 symptoms, no PPE is required but a 2-metre distance will be maintained. Good basic hygiene - handwashing or sanitiser before and after the visit should be followed and staff advised not to touch their face during the visit.</p>	<p>Safeguarding briefings will take place every Monday when pupils will be discussed, and RAG rated. Home visits will take place only if pupils are rated RED and are absolutely necessary. Phone calls home will continue to be regularly made. All staff will continue to raise immediate concerns through CPOMs and they will be discussed by the safeguarding team to decide if pupils should come to school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Where it is not possible to ascertain whether any member of the household is suffering symptoms of COVID-19 prior to face-to-face contact, steps will be taken to mitigate risk. These could include; <ul style="list-style-type: none"> • Knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres. • Taking PPE as a precautionary measure. 				
2. Hazard - Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required.	Coronavirus (COVID-19): safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport arrangements cater for any changes to start and finish times.	Contact school transport for EMS pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.	The SENDCo and Headteacher have attended virtual meetings with Stockton Borough Council Health and Safety team to discuss changes to transport where necessary, involving asking parents to accompany their own child to reduce staff on the bus/coach.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils with complex needs who need support to access the vehicle or fasten seatbelts.	SBC responsible for transporting pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Revised travel arrangements are clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Incomplete Premises Management Checks				
<p>Review of arrangements for all building-related systems undertaken, focussing in particular on:</p> <ul style="list-style-type: none"> • hot and cold-water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation <p>A separate premises checklist is in place to ensure all systems and checks have been completed.</p>	Headteachers and site staff should consult with the Trust Estates Manager who has overall responsibility to ensure these have been adequately completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Inadequate Cleaning				
Discuss with cleaning contractors or staff the additional cleaning requirements and where required, agree additional hours to allow for this.	<p>Cleaning staff will be briefed by the Headteacher and the SBC cleaning checklist will be introduced. All cleaning staff will be responsible for an area / areas in school and will complete the relevant checks.</p> <p>Cleaning of all areas will be carried out thoroughly twice daily in Y1 & Y6 and a deep clean will take place</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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	<p>on a Friday afternoon in all 3 year groups ready for the next group to come in the following week.</p> <p>See cleaning checklist.</p> <p>All PPE will be provided to cleaning staff.</p> <p>See Enhanced Hygiene Addendum shared with Governors, staff and parents via the website.</p>			
<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, water cooler taps etc. are cleaned more regularly than normal.</p>	<p>Each classroom to have PPE (disposable gloves, aprons, masks, visors), anti-bacterial spray, wipes and sterilising tablets available to clean resources or surfaces after use, or if a pupil or member of staff coughs or sneezes onto a piece of equipment. Access to chemicals is restricted. Disposable gloves to be disposed of correctly.</p> <p>Tissues will be readily available in all spaces and bins with lids on will also be purchased in time for reopening.</p> <p>PPE training will take place for all staff during week of 1st June.</p> <p>See Enhanced Hygiene Addendum shared with Governors, staff and parents via the website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Electronic entry systems and keypads, staff signing in systems and other frequently used touch screens (e.g. photocopiers) are regularly sanitised particularly first thing in the morning and where possible after each use.</p>	<p>There will be a bottle of sanitiser by the screen for visitors / staff to use prior to touching it.</p> <p>See Enhanced Hygiene Addendum shared with Governors, staff and parents via the website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>Bins for tissues and other rubbish are emptied throughout the day. Consideration given to purchasing pedal-activated lidded bins. Bins will have disposable bin liners in them. Normal domestic waste is disposed of in the normal way. Waste generated by someone with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is placed in a plastic rubbish bag and tied when full. This is then put into a second bin bag and tied. This is then put in a suitable and secure place (securely away from children) marked for storage of COVID-19 contaminated waste and left for 72 hours before it is put in the normal waste.</p>	<p>COVID-19 contaminated waste does not require a dedicated clinical waste collection. If pedal-activated bins are not in place, then measures to be put in place to ensure regular sanitising of bin lids throughout the day.</p> <p>Pedal bins will be in place and emptied twice daily as per the cleaning checklist.</p> <p>See Enhanced Hygiene Addendum shared with Governors, staff and parents via the website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary. Hand soap, hot water and paper towels are available in every toilet and changing area, and (where possible) in classrooms too.</p>	<p>The school has procured a large amount of supplies.</p> <p>Each bubble has its own supply of first aid, PPE, sanitising wipes and spray, hot water and handwash. This will be monitored closely by cleaning supervisors to ensure stock does not run out.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupils to use.</p>	<p>Individual packets are available for pupils who need them regularly. Boxes of tissues are available in every space used by staff and pupils.</p> <p>See parent letter for guidance on “catch it, kill it, bin it”.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it.</p>	<p>See logistics notes provided to staff during team briefings. See video for parents about the use of toy boxes for used toys.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Outdoor equipment must not be used unless the setting is able to ensure that it is appropriately cleaned between groups of pupils using it.</p>	<p>All equipment will be single use until it can be washed or rotated for something else.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	See previous notes on PE equipment and Forest School.			
Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere.	See video and photos of classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed.	See video and photos of classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fabric chairs and beanbags are taken out of use where possible, unless limited to single person use.	See video and photos of classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures are in place to clean rooms that have been used as a holding area for pupils, staff or anyone else who has accessed the school building and who are displaying the symptoms of COVID-19, until they can go home. This includes other areas that have been used, such as toilets. See: User Becomes Unwell in School section of this risk assessment.	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Cleaning staff will be briefed about the isolation bay and what to do if someone is unwell with COVID19 symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Shared Resources				
Pupils advised not to bring personal items in from home as this will reduce possible spread of the virus.	See parent letter and video.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Shared materials and surfaces are cleaned and disinfected more frequently and between different groups/users. Schools to consider the types of resources that can be used that do not require shared access. Consideration also given to individual sets of frequently used resources to each child to prevent cross-contamination.	See parent letter, video and logistics notes for staff in team briefings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff not taking resources from school home e.g. books.	See logistics notes for staff – no-one will mark pupils' work but will continue to use formative assessment (AfL) during lessons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day.	All bubbles have a supply of spray and wipes for such a use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to the management of home reading. Where reading books are sent home, these will be cleaned upon arrival back at school.	Schools may wish to utilise online reading platforms or sending photocopied excerpts of texts home instead of reading books. Teachers and teaching assistants will share stories with their classes via video upon Class Dojo. Books sent home in Reception will be left in a returns box when they arrive back in school until they can be cleaned or left for at least 3 days until they are reused.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to curriculum adaptations, especially in reception and nursery classes that rely heavily on the use of shared resources.	See Reception video and guidance for staff provided in logistics briefing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared water fountains have been switched off. Single-use disposable cups to be used for access to water via water coolers.	Y1 and Y6 will receive their own new water bottle which will be refilled by water jugs. In reception, a single use system will be in place - washed in a dishwasher after every use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>Staff to maintain personal responsibility for their own cups and cutlery and not share these with others. Items must be washed after each use, using disposable roll and washing up liquid (washing up liquid is usually shared between staff and so hands will need to be washed after handling the bottle) and kept in the staffroom. Alternatively, disposable (and where possible recyclable) cups and cutlery should be considered.</p>	<p>All staff in school will be provided with a packed lunch from the school kitchen – every item can be disposed off afterwards.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Staffing and the Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
<p>Pupils who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield and are supported at home as much as possible.</p>	<p>All families will have had a personal phone call in the week prior to returning where circumstances will be discussed and advice provided by key staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised not to attend work. Home working arrangements to be put in place.</p>	<p>All medical paperwork provided has been shared with HR. There are no members of staff of the rota who are classed as vulnerable. See staff rota.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable and are ‘shielding’ (as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. If stringent social</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.				
If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.		☒	☐	☐
Staff who are pregnant or others with specific health conditions may be asked to work from home as they are in the clinically vulnerable group and to follow government advice as it is issued. The school to ask the employee for details of their health condition and determine if home working can be undertaken, if individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible.		☒	☐	☐
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19.	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>There will be a designated isolation bay in school close to an exit where there can be increased air flow (near main reception – corridor leading to yard).</p> <p>“What to do if someone is displaying symptoms” procedures will be shared with members of staff.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-</p>	☒	☐	☐

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Control Measures	Additional Information	Yes	No	N/A
	implementing-protective-measures-in-education-and-childcare-settings			
Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after.	Staff will include this in their Monday briefing with pupils as part of the procedures talk. All bins will have lids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used tissues to be put in a bin immediately.	See Inadequate Cleaning section of this risk assessment. All bins will have lids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policies are agreed prior to school reopening on the wearing of school uniform and business dress. Staff and pupils are advised to wear clean clothes each day to minimise the risk of COVID-19 transmitting via fabric. Expectations are communicated to staff and parents.	Reminders to parents will be sent out regularly via several platforms (Facebook, Class Dojo, school texting service). Staff will be reminded via email and through team briefings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a spike or increase in the number of confirmed COVID-19 cases in an individual setting, advice will be sought from Public Health England regarding the implementation of any specific or targeted actions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In respect of all employees, the Trust will continuously monitor and assess any adverse impact from the wider reopening procedures, and adjust where required, this includes monitoring those groups where Covid-19 may have a disproportionate impact. The Trust will also continuously monitor changes to the government's shielding advice and categories.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Site User Becoming Unwell in School				

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Control Measures	Additional Information	Yes	No	N/A
<p>If anyone becomes unwell with a new, continuous cough, a high temperature or anosmia (loss or change in the normal sense of smell, a loss of taste can also be linked) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Schools to ensure that up to date contact information is in place. If a child is vulnerable and under the care of a social worker, then school will contact social care to inform them that the child has been sent home with symptoms of COVID-19.</p>	<p>COVID-19: guidance for households with possible coronavirus infection guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>There is a designated isolation bay with PPE and first aid equipment close by.</p> <p>See “What to do if someone displays symptoms of COVID19” procedures – in line with guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>The disabled toilet will be used in this instance then thoroughly sanitised afterwards - it will be out of use until this can be done safely.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupils while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupils or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>Staff have access to PPE in their bubble and are advised to don it if they need to escort a pupil or other adult to the isolation bay.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature or anosmia, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the pupil subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>See “What to do if someone displays symptoms of COVID19” procedures – in line with guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When cleaning the affected area, aprons and disposable gloves are worn. Using disposable cloths, paper roll and/or disposable mop heads, the hard surface (e.g. floor, chairs, door handles and sanitary fittings) is cleaned using warm soapy water. The surface is then disinfected with normal disinfectant used in schools, or a normal household disinfectant, with particular attention paid to frequently touched areas such as bathrooms, grab rails and door handles. If there is a visible contamination of bodily fluids, then the person undertaking the cleaning should consider the need for additional PPE to protect the eyes, mouth and nose. After cleaning is completed, all PPE should be removed properly (see PPE section of this risk assessment), double-bagged, along with the used disposable cloths and mop heads, then stored securely for 72 hours then disposed of in the normal waste (See inadequate cleaning section of this risk assessment). Staff must avoid creating splashes and spray while cleaning. If items cannot be cleaned using detergents or laundered (such as upholstered furniture), then steam cleaning should be used. Any items heavily contaminated with bodily fluids that cannot be cleaned by washing should be disposed of.</p>	<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Guidance states;</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Public areas where a symptomatic individual has passed through and spent minimal time (such as corridors), but which are not visibly contaminated with bodily fluids will be cleaned as normal.	Where possible, symptomatic individuals will be escorted to the isolation bay round the outside of the building rather than through corridors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Site User Developing Symptoms				
Children, young people, parents, carers or any visitors, such as suppliers, are told not to attend or enter the education or childcare setting if they are displaying any symptoms of coronavirus.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a pupil or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.	All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. See "What to do if someone displays symptoms of COVID19" procedures – in line with guidance. Our staff will help families to get a test by providing them with the website link via a text as they leave the premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.	The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test, track and trace in place from 27.05.20 as per Government information	www.nhs.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>Parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.</p>	<p>If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).</p> <p>See “What to do if someone displays symptoms of COVID19” procedures – in line with guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Inadequate Handwashing/Personal Hygiene</p>				
<p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Hand dryers have been disconnected and replaced with disposable hand towels.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Monitoring arrangements are in place to ensure that supplies of liquid soap, handtowels and sanitiser are maintained throughout the day.</p>	<p>Headteachers to ensure this responsibility is allocated to an appropriate person(s) e.g. caretaker (cleaning supervisors and senior admin) and that these people knows and understands the requirements of this responsibility.</p> <p>Cleaning supervisors will check the supplies daily as part of their cleaning checklist.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Staff/pupils/cleaners/contractors etc. will be reminded to wash their hands before leaving home, on arrival at the premises and before and after handling cleaning</p>	<p>Visual aids to illustrate a 2-metre distance will be in place at toilets and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
chemicals, eating/drinking, using the toilet, after PE/sports activities and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.	handwashing/sanitiser facilities and pupils will be made aware of them. Teachers will provide their pupils with a timetable which will clearly state when additional handwashing will take place. This will also be shared with parents via Class Dojo.			
Hand sanitiser stations are also in place at the school entrance for people to use when entering and leaving the school building.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The 'catch it, bin it, kill it' approach is promoted across school regularly. Pupils are also reminded that if a tissue is not at hand, then they should sneeze of cough into the crook of their arm.	 <p>CATCH IT Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</p> <p>BIN IT Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</p> <p>KILL IT Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</p> <p>NHS</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash with liquid soap & water for a minimum of 20 seconds	Guidance on hand cleaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels <u>MUST ONLY BE USED UNDER CLOSE SUPERVISION</u> because in normal circumstances pupils should not be using alcohol-based hand cleansers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>Consideration should be given to allocating individual toilets and sinks to pupils where numbers are low and this is achievable, otherwise sinks and toilets will be regularly sanitised throughout the day.</p>	<p>All bubbles will be allocated their own toilets and sinks. Staff will allow only 1 pupil at a time to go to the bathroom. Spots on the floor will help remind pupils to remain apart at sinks. See videos.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Hands must be dried properly to prevent infection and drying out. Hand dryers are disabled and replaced by disposable paper towels which should then be disposed of appropriately – see inadequate cleaning section of this risk assessment.</p>	<p>Parents/carers to be advised to use appropriate hand moisturisers offsite due to allergy risk. See parent letter.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Inadequate Personal Protection and PPE</p>				
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a fluid-resistant face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	<p>See “What to do if someone displays symptoms of COVID19” procedures – in line with guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Staff required to wear PPE have been instructed on how to put it on and how to remove it carefully to reduce contamination. Also, instructions on how to dispose of it safely has been communicated to all staff. See Inadequate Cleaning section of this risk assessment</p> <p>PPE could include the following;</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Disposable fluid-resistant face masks • Eye protection 	<p>See Public Health England Guidance for putting on and taking off PPE for non-aerosol generating procedures;</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>Staff will attend a virtual training session w/c 1st June and be supplied with above guidance.</p>	☒	☐	☐
<p>Staff are reminded that wearing gloves is not a substitute for thorough handwashing.</p>	<p>PPE training session 1st June.</p>	☒	☐	☐
<p>Schools should use their local supply chains to obtain PPE.</p>		☒	☐	☐
11. Visitors, Contractors and Spread of Coronavirus				
<p>Visitors to the premises will be discouraged and all non-essential visitors will be cancelled, postponed or meeting takes place virtually.</p>		☒	☐	☐
<p>All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site.</p>		☒	☐	☐
<p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely. Non-essential premises works will be suspended until further notice.</p>		☒	☐	☐

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Control Measures	Additional Information	Yes	No	N/A
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention.	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Inadequate Ventilation				
Ventilate spaces with outdoor air. Where possible, the use of outdoor spaces for curriculum activities will be used.	See rotas / timetables & calendars for Forest School, PE and field us.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure regular airing with windows (even in mechanically ventilated buildings).	Windows will remain open at all times. See cleaning checklist. See videos of classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep toilet ventilation in operation as much as possible while building is occupied.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Fire doors must not be propped open unless they have a self-closing hold open device fitted. Consideration given to which doors are safe to prop open, bearing in mind some children may run out of their classroom and therefore expose themselves to a greater	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	risk. It is recommended that this is risk assessed. Classroom doors in Y1 and Y6 with direct access to the toilets will be propped open to avoid having to touch the doors frequently.			
13. Fire and Intruder Alarms and Emergencies, Including Lockdown				
All staff and pupils to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. Repeat as necessary with new starters (staff/pupils).	See logistics meeting notes for staff – what procedures to go through with pupils on the first morning of their return.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of any new emergency out of hours contact details.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. School Activities				
Pupils do not interact in a manner where they will have close contact with each other (maintain social distancing). This must be supported by very clear expectations.	This may not always be possible for very young children but will be encouraged and reminded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same pupils in one day, or properly cleaned between cohorts.	Refer to other sections on rotating toys, use of PE equipment and use of Forest school tools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Educational visits have been suspended until further notice.	This does not include residential at this stage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An assessment of the school's first aid requirements will be reviewed to ensure adequate provision, including the requirements for paediatric first aid. First aid staff will have appropriate PPE available (suggested disposable gloves and aprons) to reduce the likelihood of cross contamination. First aid materials to be disposed of correctly.	<p>Each bubble will have a trained first aider and will have undertaken a refresher course with a trainer in w/c 1st June.</p> <p>Each bubble will have their own supply of first aid equipment (in a new green "bumbag") and a supply of PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash handling should be minimised as far as possible. However, if this is essential and cannot be avoided, the disposable gloves should be worn. Parents are asked to place any money in an envelope (clearly marked) and then hand in to the school. Staff handling cash or envelopes from parents could use disposable gloves for this purpose, however they must be discarded immediately afterwards and then they must wash their hands for 20 seconds using soap and water (or sanitiser if this is not readily available). When counting money for banking and recording purposes, disposable gloves should be worn and then disposed of correctly after use. Even after using gloves, the user must wash their hands appropriately with soap and water.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measures to handle post and parcel deliveries are in place. Staff should consider wearing disposable gloves when handling these items, and then removing and disposing of them immediately afterwards in the correct way. Staff should be careful not to touch any other object or surface while wearing the gloves. Staff should then wash their hands for 20 seconds with soap and water after removing and disposing of their gloves.	Where possible, external items should be left for a period of time before handling (suggested times are cardboard – 24 hours, plastic packaging - 72 hours) as scientific information suggests that coronaviruses can live on these surfaces for these times. The longer they are left, the lower the risk of contamination. Where this is not possible,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
	then handlers are advised to adhere to strict handwashing procedures after handling.			
15. Mental Health of Pupils and Staff is Adversely Affected				
There are trained staff available to support pupils with mental health issues	SLT will provide all teachers with a 6 week timetable to cover themes to support mental health and wellbeing. See curriculum addendum for themed approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.	The safeguarding and support team will be back in school on a full-time basis from Monday 8 th June.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wellbeing and mental health are discussed in PSHCE lessons for those pupils attending school and also those at home. Appropriate methods are used for younger pupils (e.g. stories and games) to help them talk about their feelings.	SLT will provide all teachers with a 6 week timetable to cover themes to support mental health and wellbeing. Resources such as stories and videos will be shared with parents and pupils via Class Dojo. Contact will be regular between teachers and pupils via virtual class assemblies and group video class. See curriculum addendum for themed approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources and websites are identified and available to support pupils' mental health and wellbeing	As above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has access to trained staff who can deliver bereavement counselling and support. Support is available from other external organisations if necessary.	This can be signposted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Line managers are proactive in discussing wellbeing with staff that they manage, including their workload. Staff are encouraged to be aware of their mental health and wellbeing and to raise any concerns with their line manager.	Weekly team leaders will meet with SLT and it will be a regular agenda item to discuss staff within their teams. Other wellbeing resources or contact details will be shared with staff as per usual supportive channels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are signposted to useful websites and resources.	Other wellbeing resources or contact details provided by the Trust will be shared with staff via usual supportive channels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone counselling service is available to all staff and/or a confidential referral to the Trust’s counselling provider.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working from home have regular catch ups with their line manager. They are encouraged to speak regularly to colleagues and to take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary.	Team leaders will continue to hold weekly video call meetings with their teams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health and Wellbeing Policy for staff is in place which has been agreed by Trade Unions.	MAT policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trust HR Manager is in post to support Headteachers and Line Managers to help effectively manage mental health and wellbeing issues.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Lack of Governance Oversight during COVID-19 Crisis Leads to a Failure to Meet Statutory Requirements.				
The CEO of Ad Astra maintains regular contact with Trustees and Headteachers (communication with the Chair of Trustees takes place daily during COVID-19 crisis). Reports are prepared by the CEO and the wider central Trust team to ensure Trustees are well-informed about current issues across all schools. The		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rosebrook Risk Assessment for the Wider Re-Opening of Schools – COVID-19



Control Measures	Additional Information	Yes	No	N/A
Trustees also meet virtually on a regular basis. Decision making is facilitated by this forum or via email correspondence.				
Virtual Trustee meetings have structured agendas and are minuted to ensure an accurate record of discussions and actions is maintained and to demonstrate that the Trust officers and Headteachers are being held to account for statutory responsibilities.		☒	☐	☐
Headteachers are encouraged to maintain contact with the Chair of their Local Governing Body and their wider local governing body where appropriate, to keep them updated with issues pertaining to their school.		☒	☐	☐
17. Educational Provision for Children is Adversely Affected due to the COVID-19 Crisis.				
School staff are maintaining regular contact with parents and pupils where possible to discuss any pastoral or academic issues.	<p>Teachers and teaching assistants contact parents fortnightly.</p> <p>The safeguarding team make regular contact with families on the RAG rated lists.</p> <p>Class Dojo, school website, Facebook and the school texting service are used to relay important information and to provide home learning resources.</p>	☒	☐	☐
Headteachers are ensuring that home learning is accessible to all pupils, including hard copy learning packs or online work, with the opportunity to contact school for help if needed. Where parents and pupils are difficult to contact,	<p>As above.</p> <p>Home visits take place if contact has not been made through any of the above mechanisms. The SLT work</p>	☒	☐	☐

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Control Measures	Additional Information	Yes	No	N/A
schools are looking at novel ways to get home learning activities to the hardest to reach families.	with teachers to obtain updates of which families are difficult to reach.			
Trust hub meetings for identified groups of staff are continuing and are facilitated virtually by the Trust Head of School Improvement and Deputy Lead for School Improvement. These meetings explore CPD opportunities for staff in the context of COVID-19 to help staff in supporting their pupils now and in light of a future return to school. The impact of the current crisis is a thread running through these sessions.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home learning will be calibrated to complement in-school learning to ensure all pupils are accessing similar work and to reduce the impact on the workload of teaching staff.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The curriculum is reviewed, and educational provision incorporates a focused diet on quality first teaching and strong pastoral and wellbeing support.	<p>SLT will provide all teachers with a 6 week timetable to cover themes to support mental health and wellbeing.</p> <p>Resources such as stories and videos will be shared with parents and pupils via Class Dojo. Contact will be regular between teachers and pupils via virtual class assemblies and group video class.</p> <p>See curriculum addendum for themed approach.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers or schools provide online discussion groups for children to share learning and receive feedback where home learning is being accessed.	To be started wb 8/6/20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For home learning, checklists and daily or weekly plans are in place to help promote independent learning. As well as promoting opportunities for children to reflect on their work.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Control Measures	Additional Information	Yes	No	N/A
Consideration given to EEF review on home learning framework which incorporates activate (link to prior learning), explain, practice and reflection opportunities.	<p>Team leaders have accessed latest training with Trust staff and disseminated to teams via team meetings. See meeting PPTs from team leaders.</p> <p>SLT have access to Class Dojo teacher pages to access, view and monitor work set for pupils for home learning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input type="checkbox"/>		Medium <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
Action Plan (insert additional rows if required)		To be actioned by		
<i>Further control measures to reduce risks so far as is reasonably practicable</i>	Name	Date		

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Control Measures		Additional Information		Yes	No	N/A
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment.		High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input checked="" type="checkbox"/>		
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>		
If no, has this been escalated to senior leadership team/CEO?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		
Assessor(s):	Eddie Huntington, Leanne Todd, Vicky Green, Jim Beall, Janet Appleby.	Signature(s):				
Position(s):						
Date:	28/05/2020	Review Date:				
Risk Rating	Low	Action				
High	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)					
Medium	Review/add controls (as far as reasonably practicable) & monitor					
Low	Monitor control measures					