

Risk Assessment – School Re-opening During the Coronavirus (COVID-19) Pandemic

School Name:	Dumpton School
Site Details:	Deans Grove House, Wimborne, Dorset
Risk Assessor's Name:	Justin Perry
Risk Assessment Date:	Updated 20 th January 2021

The core obligation of employers is to protect people from harm. “*This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting*” (guidance for re-opening schools gov.uk) It is a legal requirement for schools to revisit and update risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

Latest Government guidance issued 4th January 2021:

On 4 January 2021, the Prime Minister announced that all schools had to partially close from 5 January 2021 and offer remote learning until at least the February half term, as England moved into a third national lockdown. Only vulnerable children and the children of critical workers are allowed to attend schools for face-to-face learning, although early years settings (such as nurseries) will remain accessible

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Reducing contacts will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Assessment

Description of Hazard	Who could be harmed and how?	Controls to include	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Individuals with medical conditions known to be at greater risk from the effects of Covid 19</p>	<p>Staff</p>	<ul style="list-style-type: none"> All staff at work, on a voluntary basis, have completed a medical screening questionnaire to enable the School to best manage the risk to individuals in this category. For staff identified as clinically extremely vulnerable advised to not attend school If staff are unable to work from home then an individual risk assessment will be carried out and recorded to agree on a suitable role and suitable control measures to reduce the risk to an acceptable level. For staff who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at work. 	<p>No individuals identified</p> <p>No staff identified</p> <p>n/a – at present</p> <p>n/a</p>		
<p>Individuals with medical conditions known to be at greater risk from the effects of Covid 19</p>	<p>Key worker Pupils</p>	<ul style="list-style-type: none"> All parents completed a medical screening questionnaire to enable the School to best manage the risk to individuals in this category. Reviewing pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. Communicate with parents to request that they contact the Head if their child has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable. Parents of those pupils identified as being clinically extremely vulnerable will be advised that their child must not attend school. We will ensure that these pupils continue to be supported at home as much as possible (e.g. through provision of remote learning etc.). 	<p>n/a</p>		

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		<ul style="list-style-type: none"> For pupils identified as clinically vulnerable (but not clinically extremely vulnerable) and who want to come into school, parents to provide details of any medical advice. An individual risk assessment will be carried out and recorded to agree suitable control measures to reduce the risk to an acceptable level. For pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at school. 			
<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site safely.</p> <p>Staff may not be able to work on site due to having an underlying health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<ul style="list-style-type: none"> Complete review of key staff and agree on minimum service requirements. Develop contingency plans where appropriate Identify key staffing scenarios Currently supervision of key worker pupils carried out by staff Staff voluntarily working on site to teach remote learning and support key worker children 	<ul style="list-style-type: none"> To be reviewed daily 	<p>CS/JP/RN/SM/CR</p>	
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff,</p>	<ul style="list-style-type: none"> Regularly briefing staff and pupils on the symptoms of COVID-19. A new continuous cough Fever (temperature above 37.8) Loss or change to your sense of smell 			

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visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.	pupils and others on site.	<p>Vist https://111.nhs.uk/covid-19/ to check symptoms</p> <ul style="list-style-type: none"> • Display posters informing of symptoms in prominent locations. • Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they are displaying any symptoms of COVID-19 • The school will communicate to staff, pupils and parents/ carers following a confirmed case at the school. • The school will ensure staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school’s own procedures. • Any pupil, staff member or contractor displaying the above symptoms must not come into school and if they develop symptoms in school they must be sent home to self-isolate. All children can be tested including children under 5. • The Government has advised that early years education providers should “restrict all visits to the setting to those that are absolutely necessary” • Current advice is to self-isolate for 10 days, and other members of your household for 14 days from the day your symptoms first appeared. • To control an outbreak of Covid-19 in the school community, all school staff must engage with the Test and Trace process. https://www.nhs.uk/conditions/coronavirus-covid-19/ • Parents and staff members must provide any details of anyone they or their child have been in contact with if they were to test positive for coronavirus. • Parents and staff members must self-isolate if they have been in close contact with someone who test positive for coronavirus. 	<p>Poster around school – inset whole staff presentation Daily updates circulated to staff when relevant Weekly staff meeting update</p> <p>Visitor form created</p> <p>The number of visitors and contractors visiting the school to be kept to an absolute minimum and only essential visits Any essential visitors advised to wear face covering and complete form</p>		

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		<ul style="list-style-type: none"> • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance. • The school will ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here). • Dorset local outbreak management plan contact Mark Blackman directly on 07885 508000 for any positive case • Then contact DFE 0800 046 8687 and selecting the option for reporting a positive case • Public Health England (PHE) advice to be followed in relation to any suspected/ confirmed cases 			
Failure to implement suitable social distancing measures – classrooms and other teaching spaces	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Ensuring that staff, pupils, and parents/ carers are briefed on the new timetable and social distancing procedures. • Bubbles of staff and pupils based on the general principles that they should only mix in a consistent bubble and that bubble stays away from other people and groups. (N.B. the government guidance states that “for pre-school children in early year’s settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and the school will be using these to group children”). • Ensuring that pupils are always in the same groups each day, and different bubbles are not mixed during the day, or on subsequent days. • Ensuring that 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, (recognising there will be some subject specialist rotation of staff). • Ensuring that wherever possible, pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. • Considering which activities could be delivered outdoors (subject to weather conditions). • Desks/ workstations to be spaced as far apart as possible. 	<p>These controls apply to the small key worker pupil groups currently on site</p> <p>Nursery open fully in accordance with Government guidance</p>		

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		<ul style="list-style-type: none"> • Seating pupils at the same desk each day. • Where specific need has been identified Perspex screens have been installed around teacher’s desks • Specific lessons such as drama, dance and music to be delivered in bubbles. Singing and players should be 2 metres apart to limit droplet and aerosol risks. Ventilation should also be encouraged. • Voices should not be raised unduly during drama or singing to limit the droplet and aerosol risk. 			
<p>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Bubbles of staff and pupils based on the general principles that they should only mix in a small, consistent protective bubble and that small group stays away from other people and groups. (N.B. the government guidance states that “for pre-school children in early year’s settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and the school will using these to group children”). • Bubbles to be kept apart. If bubbles have to be combined there should be no more than 15 children in the group. • Keep Bubbles apart whilst in common areas by implementing one-way systems reducing the amount of movement around the school site where practicable • Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Brief transitory contact, such as passing in a corridor is advised by the government, as a low risk. • Stagger break times to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. • Staff and pupils to access rooms directly from the outside where possible and safe to do so. • Stagger drop-off and collection times. • Plan parents’/ carers’ drop-off and pick-up protocols that minimise adult to adult contact (e.g. staggered drop-off and pick up, allocate different drop-off/ pick up locations to 			

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		<p>different pupil groups, if possible only one parent/ carer to attend etc).</p> <ul style="list-style-type: none"> • Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it. Outdoor equipment must not be used simultaneously by multiple groups. • All Staff & Pupils in Years 7&8 to wear face coverings when moving around the premises, outside of classrooms, such as corridors and communal areas where social distancing cannot be observed/ 			
Offsite trips/ educational visits.	<p>All. Travelling against FCO/ government advice.</p>	<p>Dumpton continues to take guidance from the DFE regarding trips and off-site visits</p> <ul style="list-style-type: none"> • No overseas trips will take place in accordance with Government guidelines • Domestic trips will be subject to continued assessment of the risks and guidance issued by Government. • Currently the School is not planning any Domestic trips or off-site visits 	Currently all school trips cancelled during Third Lockdown	<ul style="list-style-type: none"> • CS/JP 	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means	<p>All Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.</p>	<ul style="list-style-type: none"> • It is recommended that face coverings be worn on public transport for anyone over the age of 11. All children under 11 positively encouraged to wear face coverings. Spare masks provided in all buses. • Posters and clear signage giving instructions to pupils on the bus • Encourage staff, pupils and parents/ carers to walk or cycle to the school if possible. • Provide hand washing facilities or alcohol hand rub at entry points and instruct staff, pupils, contractors and visitors to 			

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		<p>thoroughly clean their hands when they enter the workplace.</p>			
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school</p>	<p>All. Staff and pupils may be at risk of contracting the virus on transport services operated by the school (e.g. minibuses etc.).</p>	<ul style="list-style-type: none"> • Minibus cleaned and sanitised over the December holiday • Screens installed within buses to minimise direct contact between the driver and pupils • Front seats of the bus will not be used by pupils • Each driver encouraged to wear face masks • Windows will be opened to improve ventilation • Make sure vehicles only serve one location and that where possible children use the same seat on each journey • Pupils to stay seated in same seats for term • Drivers clean and sanitise hard surfaces after each journey • All Drivers & Pupils in Years 7&8 to wear face coverings when using school transport. • Pupils in lower years strongly advised to wear face coverings 	<p>Currently all school transport has been cancelled during Third Lockdown</p>		
<p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Review stocks of hand soap, alcohol-based hand rub, and paper towels and purchase additional stocks if required. • Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand rub). • Ensure all pupils clean their hands regularly including: <ul style="list-style-type: none"> On Arrival at setting Return from playtime and all breaks When changing rooms Before and after eating After using the bathroom • Provide alcohol-based hand rub in prominent places and ensure that staff are charged with topping these up regularly. • Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. EYFS intimate care procedure to be followed, if intimate care is given. • Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and 	<p>Visitors to site restricted to essential services during lockdown</p>		

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		<p>nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it).</p> <ul style="list-style-type: none"> • Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth). • Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.). • Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand rub and catch coughs and sneezes in tissues. 			
<p>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Reviewing cleaning regime for general areas (e.g. consider areas of the school that will be occupied, location of frequently touched objects and surfaces such as doors, lifts, sinks, light switches, toilets, bannisters, lunch tables etc.), suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning. • Reviewing cleaning regime/ procedures required for any shared/ multi-touch items (e.g. toys, books, pens, desks, chairs, DSE equipment, musical instruments etc.) to ensure that suitable cleaning and disinfection methods are employed between uses. • Removing unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. • Equipment and materials should only be handled by a small consistent group of children of no more than 15 at a time. • All materials used in play or in class must be able to be cleaned or replaced in accordance with manufacturer's instructions Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). 	<p>Cleaning regime in place to ensure all touch points cleaned on rota throughout the day</p>		

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		<ul style="list-style-type: none"> • Frequently touched surfaces, equipment, tools and resources for play or in the classroom must be cleaned and dried before they are used by a different bubble. • Staff and pupils to use allocated desks/ tables. Hot desking to be avoided. Desks/ tables to be appropriately cleaned prior to each new user. • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Ensuring routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.). • Provide disinfectant wipes near to commonly used equipment. • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum). • Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). • Cleaning schedules to be compiled. • Cleaning pack provide in each classroom • Outdoor play equipment to be cleaned in between use between bubbles • Resources to be cleaned meticulously at the end of each session 			
Lack of understanding of other preventative measures to limit the spread of the virus	All	<ul style="list-style-type: none"> • Where recommended face coverings to be worn in school. All staff and pupils in years 7 & 8 should wear face coverings whilst moving around the school. Outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • Clean hands thoroughly more than usual • Good respiratory hygiene by promoting “catch it, bin it kill it”. The school will ensure there are adequate supplies of tissues and bins available to support this routine. 			

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		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing Keep occupied spaces well ventilated using natural ventilation. Opening windows and doors to ensure throughput of air. High level windows can be opened to eliminate draughts. When rooms are unoccupied increase ventilation for example between classes and during breaks open windows and doors fully. During colder weather pupils encouraged to wear warmer clothing and coats to protect against draughts Furniture in the classroom to be re-arranged to protect against draught. 			
Lack of adequate trained first aid/medical/administration of medication personnel.	All. Various injuries/illness as a result of delayed access to first aid/administration of medication.	<ul style="list-style-type: none"> Updated list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication. Review your first aid needs risk assessment to take account of reduced staff and pupils. Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site. 	Currently no matron department on site during lockdown. Matrons are available during LF testing. Paediatric first qualified staff on site in first instance of emergency.		
Provision of first aid/medical treatment to asymptomatic/symptomatic individuals:	Staff administering first aid/medical treatment. First aiders may need to provide treatment to both asymptomatic and symptomatic individuals, resulting in a risk of them contracting	Control measures will include: <ul style="list-style-type: none"> Written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splashproof eye protection). Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE. 			

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	COVID-19 and spreading it to others.	<ul style="list-style-type: none"> Review bodily fluid and infection control procedures. 			
Lack of risk assessments for any new/adapted teaching activities.	All. Various injuries arising from teaching activities.	<ul style="list-style-type: none"> Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities. Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment. 	Dynamic department risk assessments to be regularly reviewed and updated		
Fear/ anxiety caused by returning to school.	Staff, pupils, and parents/ carers. Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.	<ul style="list-style-type: none"> Hold conversations with staff to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. Provide staff, pupils and parents/ carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school. Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible. Make reasonable adjustments where possible to alleviate concerns on a case by case basis. 			
Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc in case of local lockdown	Staff and pupils. Various potential safeguarding issues.	<ul style="list-style-type: none"> Review and update the child protection/ safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) consider potential issues with the shift towards virtual/online teaching and learning. R:\Staff\Documents\School Policies\Policies 2020 - 2021\A Folder ISI Policies\A6a Safeguarding Policy Addendum re COVID-19 Pandemic.doc Copy of updated child protection/ safeguarding policy to be made available publicly. R:\Staff\Documents\School Policies\Policies 2020 - 2021\A Folder ISI Policies\A6a Safeguarding Policy Addendum re COVID-19 Pandemic.doc Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. 			

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<p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p>	<p>All Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<ul style="list-style-type: none"> • Develop communication plan to consider both internal and external communications. • Liaise with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school’s needs upon reopening. • Compile and issue formal communications to parents to advise them of key information including: <ul style="list-style-type: none"> ○ That they and/or their child/ren must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the test and trace process https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name ○ That only one parent is permitted to attend the school for drop off/pick up; ○ Not to gather at the school gates/entrances/doors and to maintain social distancing; ○ Their designated drop off/pick up point and times; ○ That they must not enter the buildings unless they have a pre-arranged appointment; • Issue formal communications to staff to advise them of key information including: <ul style="list-style-type: none"> ○ That they must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site; ○ Social distancing and hygiene procedures; ○ Any changes to fire or first aid procedures; ○ Timetable changes (timings, locations etc.); ○ The designated drop off/pick up points and times for pupils; ○ Parents/visitors must not enter the buildings unless they have a pre-arranged appointment; ○ All staff to inform line manager if they moving between different settings. 			

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		<ul style="list-style-type: none"> ○ Line manager to be notified if any serious outbreaks occur at other settings ● The Government has advised that early years education providers should “restrict all visits to the setting to those that are absolutely necessary”: 			
Failure to implement and adhere to the latest government advice/ guidance	All. Failure to adhere to government advice/guidance resulting in increased risk of infection.	<ul style="list-style-type: none"> ● Daily updates received and reviewed gov.uk.email@notifications.service.gov.uk ● Latest Government guidance (4th January 2021) reviewed and acted upon. ● DFE guidance for Education & childcare settings after national lockdown 5th January 2021 included within RA ● Daily check of professional bodies guidance eg IAPS, ISBA 			
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	All. Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution	<ul style="list-style-type: none"> ● Nominate a member of SMT (JP) to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. ● Hold regular meetings to discuss the school’s COVID-19 response. ● Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and pupils. 			

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	and/or civil litigation.				

Next review due:

Next change in guidance