



## **School Operations Risk Assessment (COVID 19)**

Re-opening Newcastle Preparatory School on 1 September 2020 poses a risk from infection with COVID-19. Pupils and staff could become seriously ill and pass the infection onto others within the wider school community i.e. people they live with, visitors and contractors.

The Government has pledged to keep schools open so as to provide “a full educational experience for children” The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors” remains as does the obligation to risk assess and implement relevant control measures.

This document summarises the risks of opening the school (both fully and only to the children of critical workers and vulnerable children during periods of lockdown) and should be read in conjunction with the detailed returning to school guidance issued to each year group and to staff guidelines.

Other guidelines which have been taken into account when reopening school are as follows

- [Guidance for full opening: Schools](#)
- [DfE Health and safety: responsibilities and duties for schools guidance](#)
- [Coronavirus \(COVID -19\) symptoms and Test and Trace Guidance](#)
- [Stay at home: guidance for households with possible or confirmed coronavirus](#)
- [Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Local restriction tiers: What you need to know](#)
- [COVID-19; cleaning of non-healthcare settings guidance](#)
- [Guidance for food preparation and service](#)

**THIS RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW AND MUST BE CONSIDERED AND IMPLEMENTED ALONGSIDE ALL OTHER COVID 19 RISK ASSESSMENTS .The overall risk rating for the school is **TOLERABLE****

Hazard	Who is affected	Controls in Place	Additional Controls	Risk Rating
Staff contracting COVIDi-19	Staff	<ol style="list-style-type: none"> <li>1. Staff who are clinically extremely vulnerable have been advised to work from home during Tier 4 restrictions in accordance with the Government's guidance. Individual risk assessments have been carried out for vulnerable and extremely vulnerable members of staff and working practices determined on a case by case basis</li> <li>2. Staff who live with someone who is clinically extremely vulnerable can return to school in January 2021 following the implementation of the controls listed below, in line with the Government's guidance.</li> <li>3. Taking account of staff who are unavailable (including support staff), staffing will be reviewed to ensure it is appropriate for the operating model. Any staff who are not required in school and</li> </ol>	<ol style="list-style-type: none"> <li>1. Clinically extremely vulnerable staff have been given the opportunity to work from home.</li> <li>2. In the event of any changes to the local tier restrictions, the School will seek advice from the local health protection team as to whether clinically vulnerable and extremely clinically vulnerable staff will be asked to shield.</li> </ol>	<b>Tolerable</b>

		<p>can work from home will continue to do so.</p> <p>4. Any member of staff with symptoms of Covid-19 should not attend and should seek a test. If the test is returned negative, they can return to school. If the test is positive, the member of staff should follow the Test and Trace guidelines and self-isolate.</p> <p>5. Where a member of staff indicates someone in their household is unwell, with symptoms compatible with Covid-19, they should follow government guidance on self-isolation and not attend school. The member of their household should seek a test. If the test is returned negative, the member of staff can return to school. If the test is positive, the member of staff should follow the Test and Trace guidelines and self-isolate.</p> <p>6. Loss of staff for the above reasons will prompt a decision on whether all eligible year groups can continue to attend. Year groups will be prioritised in line with government guidance.</p>		
Pupils contracting COVID 19	Pupils	<p>1. Pupils who are deemed clinically extremely vulnerable are advised not to attend school during Tier 4 restrictions.</p>	<p>1. All pupils who are unable to attend school either in terms of clinical vulnerability or as a result</p>	<b>Tolerable</b>

		<ol style="list-style-type: none"> <li>2. Pupils who live with someone who is clinically extremely vulnerable can return to school in January 2021 following the implementation of the controls listed below, in line with the Government's guidance.</li> <li>3. Any pupil with symptoms of Covid-19 should not attend. Pupils with symptoms should seek a test. If the test is returned negative, they can return to school. If the test is positive, the pupil should follow the Test and Trace guidelines and self-isolate.</li> <li>4. Any pupil living in the same household as someone with symptoms of Covid-19 should not attend, in line with government guidance on self-isolation.</li> </ol>	<p>of local/national restrictions will be provided with remote teaching and learning.</p> <ol style="list-style-type: none"> <li>2. The School will not routinely take pupils' temperatures and parents and carers will not be required to either. The Government have advised that routine testing of an individual's temperature is not a reliable method for identifying COVID-19.</li> </ol>	
Infection control on arrival / departure	Pupil / staff member / Parent	<ol style="list-style-type: none"> <li>1. Separate pupil arrival / departure locations for year groups during periods of full return to school. During periods of lockdown, a 1 hour drop off 'window' will be available to minimise the number of children arriving at the same time.</li> <li>2. 2m distancing rule applied for drop off / pick up. 2m spacing markers in place on the pavement outside school. Parents</li> </ol>	<ol style="list-style-type: none"> <li>1. Separate timings for year groups during periods of full return to school. During periods of lockdown, flexible 'windows' of arrival and departure will be available.</li> <li>2. Staff assigned to 'learning bubbles' to supervise and support arrival / departure.</li> </ol>	<b>Tolerable</b>

		<p>asked to wear masks at drop off/pick up times. Staff required to wear masks on arrival to and departure from school and when moving around school.</p> <ol style="list-style-type: none"> <li>3. Hand washing – Pupils will be directed to allocated handwashing facilities on arrival. Hands washed at the end of the day.</li> <li>4. Parental access</li> <li>5. Door wedges used to keep doors open during school hours</li> <li>6. Designated transit routes</li> </ol>	<ol style="list-style-type: none"> <li>3. Supervision of hand washing by staff. Additional hand sanitiser dispensers positioned near keypad entry points for staff</li> <li>4. Parents are not allowed access to school buildings.</li> <li>5. Removal of door wedges assigned at end of each day to cleaners only.</li> <li>6. Designated access/egress points, transit routes for each year group</li> </ol>	
<p>Transmission of COVID 19 between pupils / staff <b>during lessons</b></p>	<p>Pupil / staff member</p>	<ol style="list-style-type: none"> <li>1. Each year group separated into defined learning zones across the school.</li> <li>2. Learning bubbles will be defined as year groups. Learning bubbles do not mix (pupils). Most learning will take place in defined classrooms. Specialist teaching is to take place in either defined classrooms or within the year group classrooms. Specialist teachers will adhere to strict hygiene practices and also self-distance from pupils</li> </ol>	<ol style="list-style-type: none"> <li>1. Cleaning/Caretaking staff to disinfect any door contact points regularly throughout the day.</li> <li>2. Learning zones spaced out, flow designed so that pupils and staff do not cross/mix. Staff in 'learning bubbles' do not mix with other staff and socially distance when in shared areas. Specialist teachers socially distance from pupils and staff across all year group bubbles. Specialist teachers ensure that</li> </ol>	<p><b>Tolerable</b></p>

		<ul style="list-style-type: none"> <li>3. Learning bubbles do not share resources on a daily basis.</li> <li>4. School equipment issued is for personal use only and stored in own personal space. Own desks for older pupils</li> <li>5. Learning bubbles reminded about social distancing by staff throughout the day</li> <li>6. Pupils to regularly wash hands throughout the day and regularly view <a href="#">Hand washing guidance</a>.</li> <li>7. Continue to promote the 'catch it, kill it bin it' approach to coughs, sneezes.</li> </ul>	<p>desks are wiped down and resources rotated in between each new year group bubble. Government guidance on the teaching of music and Physical Education to be disseminated to appropriate co-ordinators. Timetables are regularly reviewed.</p> <ul style="list-style-type: none"> <li>3. Shared resources disinfected.</li> <li>4. Pupils allocated individual equipment which will stay at school in the learning bubble, stored in the classroom.</li> <li>5. Pre-opening video and comms to parents and pupils to explain concepts / practicalities.</li> <li>6. Hand washing signage visible throughout school. Additional soap dispensers installed in some classrooms.</li> <li>7. Supply of tissues in each classroom topped up by cleaning staff where required. Lidded bins provided in each classroom which will be emptied throughout the day.</li> </ul>	
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<p>Transmission of COVID 19 between pupils / staff at <b>break times &amp; at lunch</b></p>	<p>Pupil / staff member</p>	<ol style="list-style-type: none"> <li>1. Each learning bubble takes their break in a defined area that does not contain other learning bubbles. Area demarcated.</li> <li>2. Each bubble has a defined 'play bag' of school equipment to be used where appropriate to recreation space</li> <li>3. Water stations may be used but disposable cups have been removed. Pupils directed to bring in own water bottle each day apart from Nursery where water bottles will be provided and regularly cleaned. The handle on the water station will be disinfected regularly throughout the day</li> <li>4. Hands sanitised / washed after every playtime and prior to lunch times</li> <li>5. Lunches to be eaten in the classroom.</li> <li>6. Staff to maintain good hygiene &amp; social distancing when using defined staffroom areas during break times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Break times are staggered so that pupils / staff do not cross on movement to / from recreation space. Timetables are regularly reviewed</li> <li>2. Resources if used must be disinfected when passed between bubbles.</li> <li>3. Where a pupil does not have a water bottle a disposable plastic cup will be provided for the day then disposed of in the lidded bin.</li> <li>4. Pupils supervised by staff</li> <li>5. No sharing of food permitted</li> <li>6. Caretaking team to regularly clean/disinfect shared staffing areas. Additional microwave purchased for Nursery Bubble so that Nursery staff do not have to use main staffroom.</li> <li>7.</li> </ol>	<p><b>Tolerable</b></p>
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		7. Face masks to be worn when moving around school and away from the designated work space, including the Finance and Front Office	8. No dirty crockery/cutlery to be left in the staffroom.	
Transmission of COVID 19 between pupils / staff through <b>common touch points &amp; toilets</b>	Pupil/Staff	<ol style="list-style-type: none"> <li>1. Cleaning staff to undertake thorough clean at lunchtime. Caretaking staff to regularly disinfect all common touch points such as light switches, door handles, printers / photocopier.</li> <li>2. Cleaning rota for pupil toilet areas increased.</li> <li>3. Toilets in learning zones for Years 2-6 to be colour coded for each learning bubble. Pupils advised which colour responds to their bubble and not use other colours. Nursery- Year 1 have their own toilet block for their own exclusive use</li> <li>4. Use of toilets to be carefully managed and agreed by learning zone staff team in terms of timing so that facilities are not overcrowded.</li> </ol>	<ol style="list-style-type: none"> <li>1. Disinfectant wipes provided for photocopiers, keyboards etc. Additional tablets purchased to minimise possible contamination between year groups.</li> <li>2. TA's to disinfect toilet handles, bolts and taps during the day.</li> <li>3. Pupils to be directed to learning zone toilets at all times.</li> <li>4. Cleaning staff to increase cleaning rota for staff toilet areas also provide disinfectant spray and wipes in staff toilets.</li> </ol>	<b>Tolerable</b>
Inadequate cleaning	Pupil/Staff	<ol style="list-style-type: none"> <li>1. Cleaning contract reviewed and new working arrangement agreed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cleaners hours changed so that cleaners are entering school after 5pm in the evening to avoid mixing with pupils and staff. Cleaners advised to wear masks and gloves</li> </ol>	<b>Tolerable</b>

		<ol style="list-style-type: none"> <li>2. Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc regularly checked and additional supplies order daily if necessary.</li> <li>3. COSHH assessments have been completed for all new cleaning substances.</li> <li>4. The School undertakes additional visual inspections to determine levels of cleanliness and identify and damage or other concerns.</li> </ol>	<ol style="list-style-type: none"> <li>2. Each classroom to be provided with an individual supply of blue roll and disinfectant spray and antibacterial wipes, which will be stored securely and used by the teacher during the day.</li> <li>3. Each class in Nursery, Reception and Year 1 has been provided with a 'trug' and disinfecting solution for shared resources e.g. Lego.</li> </ol>	
Personal Protective Equipment PPE	Staff	<ol style="list-style-type: none"> <li>1. Face masks do not need to be worn by teaching staff when teaching within their bubble or by specialist staff who maintain social distancing</li> <li>2. Face masks to be worn when moving around school and away from the designated work space, including the Finance and Front Office. Caretaking staff are required to wear masks when moving around school.</li> <li>3. PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of corona virus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult. If contact with the pupil is necessary then</li> </ol>	<ol style="list-style-type: none"> <li>1. Each classroom and the designated sick bay have been stocked with face masks, aprons, gloves and visors. A lidded bin is available for safe disposal of the items.</li> <li>2. An information sheet explaining how to use the PPE equipment is located in each room.</li> </ol>	<b>Tolerable</b>

		gloves, an apron and a face mask should be worn. If there is a risk of splashing, e.g. from coughing or vomiting then a visor should be worn.		
Unsafe facilities	Pupils/staff/visitors	<p>a. Maintenance log updated during lockdown to ensure regular maintenance schedule adhered to.</p> <p>2. Re-start any suspended services</p> <p>3. Communication with Marsh Insurance Broker.</p> <p>4. Regular training updates to be maintained.</p>	<p>1. Checks continued throughout lockdown period including</p> <ul style="list-style-type: none"> <li>• Legionellis</li> <li>• Fire alarm system</li> <li>• Fires extinguishers</li> <li>• Emergency lighting</li> <li>• Pest control</li> <li>• Engineer check boilers/plant work</li> </ul> <p>2. Full refuse collection restarted wef. 24 August 2020</p> <p>3. School informed that Marsh will assume that we are reopening in accordance with DfE instructions unless otherwise notified. (Email filed) and Risk Assessment shared with Marsh.</p> <p>4. All staff undertook safeguarding refresher training as part of INSET in September 2020</p>	<b>Tolerable</b>

			<p>5. All staff took part in fire awareness training including the use of fire extinguishers as part of INSET in September 2020</p> <p>6. Renewal of First Aid qualifications recommenced to ensure full coverage throughout school.</p>	
Government advice not being regularly accessed, assessed, recorded and applied.	Pupil/Staff/Visitors	<p>1. Regulatory Policy notifications triggered via ISBA and ISI. Government advice notifications triggered and email alerts sent to Head Teacher and Bursar</p> <p>2. Revised DfE COVID attendance code X utilised as part of daily register process and daily DfE summary attendance register completed online.</p>	<p>1. PHE and DfE websites checked daily</p> <p>2. NEU/GMB/Unison/Unite and NASUWT planning guides and checklists regularly consulted and contents incorporated into Risk Assessment and Returning to School Guide for each year group where appropriate.</p>	<b>Tolerable</b>
Lack of communication to Parents/Staff	Parents/ Staff	<p>1. Parents and staff informed throughout and received targeted information regarding return to school arrangements.</p> <p>2. Detailed operational plans for each year group prepared and shared with parents and staff.</p> <p>3. Local advice is communicated to parents via ParentApp as soon as there are any changes to the local position.</p>	<p>1. Regular communication with parents via ParentApp and small groups forums via TEAMS.</p> <p>2. TEAMS, ParentApp and emails used to communicate with staff.</p> <p>3. Staff telephoned individually by Head Teacher.</p>	<b>Tolerable</b>

			4. Governors kept informed via ParentApp, Zoom meetings and emails.	
Lack of Mental Health support for staff and pupils	Staff/ Pupils	<p><u>Staff</u></p> <ol style="list-style-type: none"> <li>1. Wellbeing Committee to continue to develop and review a well being policy for staff</li> <li>2. CPD put in place</li> </ol> <p><u>Pupils</u></p> <ol style="list-style-type: none"> <li>3. Pastoral Committee to continue to track children who are at risk</li> <li>4. Tracking system put in place for all staff to identify children at risk.</li> <li>5. Pastoral lead in liason with Senco to develop support plans for identified children</li> </ol>	<ol style="list-style-type: none"> <li>1. Regular Wellbeing Committee meetings taking place and development of an action plan</li> <li>2. Use of following materials in CPD: <ul style="list-style-type: none"> <li>• School workload reduction toolkit</li> <li>• Supporting well being</li> <li>• Teaching about mental wellbeing</li> </ul> </li> </ol>	<b>Tolerable</b>
Lack of support for high risk groups within staff body	Staff	<ol style="list-style-type: none"> <li>1. Wellbeing Committee to continue to develop and review a wellbeing policy for staff.</li> <li>2. Government guidance followed regarding high risk groups i.e. implementing and monitoring controls</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify staff who fall into this category</li> <li>2. Adapt working practices on a case by case basis</li> </ol>	<b>Tolerable</b>

<p>Outbreak of Covid 19 within school</p>	<p>Staff/ pupils /parents</p>	<ol style="list-style-type: none"> <li>1. Engage with the NHS test and trace process.</li> <li>2. COVID 19 testing kits received and stored securely in Bursar's office and will be distributed to pupils and staff who would otherwise have difficulty in accessing a test.</li> <li>3. Manage confirmed cases of COVID 19</li> <li>4. Contain any outbreak by following local health protection advice</li> <li>5. Provide remote learning for those affected</li> </ol>	<ol style="list-style-type: none"> <li>1. Inform parents and staff of how to book a test through the testing and tracing for Coronavirus website</li> <li>2. Parents and staff to inform school immediately of results of test</li> <li>3. School to contact the Health protection team and act on their advice</li> <li>4. Children who need to self isolate will be provided with learning materials through a combination of paper based and digital resources.</li> </ol>	<p><b>Tolerable</b></p>
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Original Version 1 June 2020

Updated 1 September 2020, 19 October 2020, 4 January 2021