Bangor Independent School

COVID-19 RISK ASSESSMENT
(Revised for full reopening in September 2020)

Assess
The risk to employees and children, visitors, vulnerable persons etc.

Plan
Prepare building;
Plan timetables and lessons;
Prepare staff, parents and pupils;
Revise policies and procedures.

Outcome
The risk of Covid-19 infection reduced as far as practicable;
Compliance with DfE guidance.

Review
Check measures are effective;
Monitor that measures are being implemented;

Do
Control access;
Minmise contacts and implement distancing;
Implement infection control measures;
Plans for cases and outbreaks

The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

COVID-19 Risk Assessment for reopening school

ASSESS
Decide appropriate control measures for all staff to implement under a 'Plan', 'Do', 'Review' cycle.
The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission
Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of the public.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	**Prepare Employees, Parents and pupils and other site users**	**Control Access and Visitors**	**Minimise contacts and social distancing**	**Infection Control Measures**	**Communicate and Review Arrangements**
Buildings • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Ventilation systems working optimally; • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated • Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids.	**Employees** • Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment.	**Access** • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances. • Floor markings outside school to indicate distancing rules (if queuing during peak times). • Shared pens removed from reception. • Hand sanitiser provided at all entrances. • Pupils, staff and visitors to remove face coverings at school and clean	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. **'Bubbles'** • Small, consistent groups of pupils split into bubbles. • Where pupil numbers are lower, implement key stage bubbles. • Small schools unable to prevent mixing to adopt whole school bubbles as part of their system of control. • •	**Minimise contact with individuals who are unwell:** • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. • If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with adult. • Staff caring for a child awaiting collection to keep a	• Consultation with employees and trades union Safety Reps on risk assessments. • Risk assessment published on school intranet and website. • Nominated employees tasked to monitoring protection measures. • Members of staff are on duty at breaks to ensure compliance with rules. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be

• • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. • Mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required as far as is possible. • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches if made necessary by numbers, with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. • Consider door signs mounted to identify max number in room / toilets at one time. • COVID-19 posters/ signage displayed. • Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how	• Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. • Information shared about testing available for those with symptoms. • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. • Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g.	hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Staff on duty to monitor protection measures. **Visitors** • Wherever possible keep meetings on a virtual platform • Parents/carers and visitors coming onto the site without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible visits arranged outside of school hours. • A record kept of all visitors to assist NHS Test and Trace, including:	• Keep a record of pupils and staff in the bubble, lesson or close contact group. **Minimise mixing** • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. • Groups will stay within a specific "zone" of the site to minimise mixing. • Large gatherings such as assemblies or collective worship with more than one	distance of 2 metres if possible. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. **Hand washing** • Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in classrooms.	monitored by school leaders. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.

movement can be staggered. • Consider one-way system if possible for circulation around the building. • Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, put down floor markings to indicate distancing. • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and • Organise classrooms for maintaining space between seats and desks. • Arrange desks seating pupils side by side and facing forwards. • Inspect classrooms and remove unnecessary items and furniture to make more space. • Put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and	cleaning between bubbles or rotas for equipment use). • Identify and plan lessons that could take place outdoors. • Consider how online resources can be used to shape remote learning. • Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. **Parents/pupils** • Review EHCPs where required. • Educate pupils before they return about the need to stay apart from others and expectations around hygiene. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of	o the name; o a contact phone number; o date of visit; o arrival and departure time; o the name of the assigned staff member.	group to be avoided. • Limiting the number of pupils who use the toilet facilities at one time. • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. • The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between classes and year groups, to keep their distance from pupils and other staff. **Distancing** • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from their pupils, staying at the front of the class.	• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children). • Use resources to teach effective hand hygiene etc. **Respiratory hygiene** • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues to be provided.	

frequently touched surfaces.
 	
Timetabling and lessons
• Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.
• Consider staggering break times and lunch times to avoid mixing and time for cleaning surfaces
• Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.
 	
Policies and procedures
• Update policies to reflect changes brought about by COVID-19, including:
  o Safeguarding/child protection
  o Behaviour
  o Visitors to school
 	
• Establish a visitors' protocol so that parents, contactors etc are clear about the infection control measures that you have in place.
 	
Response to any infection
	measures on school website.
	• Parents and pupils informed about the process that has been agreed for drop off and collection.
	• Ensure parents have a point of contact for reassurance as to the plans put in place.
	• Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones.
	• Bags are allowed.
	• All pupils told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.
	• Parents informed only one parent to accompany child to school.
	• Parents and pupils encouraged to walk or cycle where possible.
	• Clear messages to pupils about
			• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone as far as is possible.
			• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff.
			• The occupancy of staff rooms and offices limited.
			• Use of staff rooms to be minimised.
			• Use a simple 'no touching' approach for young children to understand the need to maintain distance.
			• Older children to be encouraged to keep their distance within bubbles.
			
			Minimising contact
			• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when
				• Bins for tissues provided and are emptied throughout the day.
				• Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies.
				• Measures to be taken when playing instruments or singing in small groups such as in music lessons include:
				  o physical distancing;
				  o playing outside wherever possible;
				  o limiting group sizes to no more than 15;
				  o positioning pupils back-to-back or side-to-side;
				  o avoiding sharing of instruments;
				  o ensuring good ventilation.
				
				Cleaning
				• Sanitising spray and paper towels to be provided in classrooms for use	

• Staff understand the NHS Test and Trace process and how to contact their local Public Health Wales health protection team.
• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to
  ○ book a test if they are displaying symptoms;
  ○ inform the school immediately of the results of a test;
  ○ provide details of anyone they have been in close contact with;
  ○ self-isolate if necessary.
	minimising the use of public transport and how to reduce the risks of transmission outside of school.
	• Staggered drop-off and collection times planned and communicated to parents.
	• Made clear to parents that they cannot gather at entrance gates or doors.
	• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).
	• Communications to parents (and young people) includes advice on transport.
	
	Others
	• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering,
			premises unoccupied.
			• Taking books and other shared resources home limited, although unnecessary sharing avoided.
			• Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.
			
			PE and School Sport
			• Pupils kept in same consistent bubbles where possible during PE and sport.
			• Sports equipment thoroughly cleaned between each use.
			• Contact sports avoided until guidance changes.
			• Outdoor sports should be prioritised where possible.
			• Large indoor spaces used where it is not.
			• Swimming pools are not used until guidance changes.
			• Distance between pupils from mixed
				by members of staff.
				• Thorough cleaning of rooms at the end of the day.
				• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
				• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.
				• Outdoor equipment appropriately cleaned frequently.
				• Toilets to be cleaned regularly.
				• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and	

	food supplies, hygiene suppliers). • Assurances that caterers comply with the guidance for food businesses on COVID-19. • Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. • Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). **Lettings and non-school users**		bubbles will be maximised. • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. **Educational Visits and journeys** • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned to allow distancing within vehicles (this may mean large vehicles or more are used).	regular cleaning of surfaces. **PPE** The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. **First Aid** • Check if qualifications run out. Consider enrolling more staff on training.	

	• Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways. • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. • Outdoor sports courts and other outdoor sporting activities have also been permitted. • Outdoor and indoor swimming pools will remain closed. • Any groups hiring the facilities must refer to relevant government		• Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey.	• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely.	

	guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. • The school can ask any hiring organisation to provide evidence of their risk assessment. • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).				

- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
- https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace