

School Re-opening Risk Assessment



School reopening risk assessment: Southampton City Council.

Name of school: Compass School

Name of person filling out this assessment: Roger Sim

Date of completion: 16/07/2020

Review date: 09.12.20

Date of review by governing body:



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When completing this document please be mindful of the following guidance from the department for education:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The following principles will apply to this phase of wider opening by settings:

- children and young people in all year groups are now expected to attend school as a mandatory provision (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending.
- 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 (for children with education health and care (EHC) plans this will be informed by a risk assessment approach).
- children who are clinically extremely vulnerable can return to their education settings if they are eligible and in line with their peers. Where possible children should practice frequent hand washing and social distancing.
- a child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.
- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household.
- protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.

It takes into account the latest government guidance as of 07 August 2020 and includes the suggestions made by the DfE.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Maintain airflow and ventilation by opening windows, where available.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

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6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

8) engage with the NHS Test and Trace process

9) manage confirmed cases of coronavirus (COVID-19) amongst the school community

10) contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

Please note this guidance is being reviewed daily and is subject to change. If Compass School are required to go in to a local lockdown the Senior Leadership Team will work with the Local Authority and Management Committee to put an appropriate contingency plan in place.

What are the hazards?	Who might be harmed and how?	Existing control measures (what are you already doing?)	Planned, additional control measures to allow for school reopening? (what else are you going to do?)	Who is responsible for enacting these measures?	When will they be completed by?
Class/school organisation Close contact with others causes virus to spread throughout the staff and pupil population.	Staff, Pupils, Visitors	Senior Leadership Team and the Health, Safety and Site Manager meet regularly to discuss issues relating to COVID 19 across the school. Ongoing review of risk assessments and policies take place. Classrooms have been re-configured to allow for an appropriate level of social distancing between persons, where possible. Maximum pupil occupation is dependent on pupil risk assessments but no more than 8 pupils per class in Secondary and 6 pupils per class in Primary.		Site Team	Ongoing

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		<p>Desks and workspaces are spaced as far apart as possible, and abiding to the 2 metre social distance guidance where possible.</p> <p>Guidance lines have been implemented across the school in order to keep site users separated.</p> <p>Areas within confined spaces have been marked and signed with appropriate posters e.g. do not pass in this area, one person in this area at a time.</p> <p>All areas around the building have visual matter at 2 metre intervals to give visual prompts for social distancing.</p> <p>Remote learning is in place for pupils who are unable to attend the school site due to having higher, individual risk assessments.</p> <p>The school has 5 'bubbles' to aid in keeping Coronavirus transmission to a minimum.</p> <p>Resources are allocated to individuals i.e. writing and stationery tools, with any items being used across groups being disinfected before further use.</p> <p>Classrooms and pupil workspaces have had non-essential resources removed from the room to reduce the risk of cross contamination.</p> <p>Soft furnishings and toys have been removed from classrooms to avoid cross-contamination.</p> <p>Regular cleaning of all other equipment is undertaken regularly. Fogging/disinfecting takes place on a rotational basis throughout the week.</p> <p>Public and communal transport methods have been advised only in line with government guidance.</p>	<p>Daily checks to ensure markings and prompts are still in place and renewed when required.</p> <p>Posters are in place and checked daily.</p> <p>Posters are in place and checked daily.</p> <p>Ensure robust IT systems are in place including safeguarding policies.</p> <p>A tote (tray) has been placed in each usable classroom for items to be disinfected by cleaners daily.</p> <p>Any essential soft items (e.g. weighted blankets are disinfected daily with an appropriate disinfectant spray).</p> <p>A robust school cleaning routine is in place and will have any new tasks added to it when required. Cleaners are onsite during the day 7.00am until 5.30pm</p> <p>It is a staff member's responsibility to contact the school management team to discuss travel issues should they arise.</p>	<p>Site Team</p> <p>Site Team</p> <p>IT Technician/ KSM/LWH</p> <p>HFO/DMK</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>All staff</p>	<p>Daily</p> <p>Ongoing</p> <p>1st June 2020</p> <p>Ongoing</p> <p>1st June 2020 (Complete)</p> <p>Ongoing</p>
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		<p>Pupils are advised to use public transport only in line with government guidance, however, those who are entitled to taxi transport will follow guidelines set out by SCC Transport department.</p> <p>Face masks will be worn within communal areas of the school, however, they do not have to be worn during lessons or whilst food and drink is consumed. Masks will be stowed in a pocket whilst not in use, however, a plastic sealable bag is offered to those who request or do not have a pocket. Hand sanitising should take place after the removal of a mask. Used or expired masks are disposed of within the lidded 'Tissues' bin.</p> <p>The school car will be used for off-site activities. The car is pre-booked with the admin team and is cleaned after each use.</p> <p>Break times are taken in a staggered approach and kept within educational groups (bubbles). Visits to the toilet are chaperoned ensuring social distance guidance is used.</p> <p>Packed lunches are supplied by Compass School and eaten in designated areas. Rubbish is placed in the bins provided and disposed of as required.</p> <p>The staff room is not to be used as a base for resting or eating. Meetings can take place allowing for social distancing. Tasks such as resource preparation and photocopying may be completed outside of the school day whilst ensuring government guidance on social distancing is adhered to.</p> <p>Staff movement around the building should be outside of the school day.</p> <p>The main reception office is a designated bubble and is not used as a thoroughfare (unless in emergency). Posters are in place requesting staff do not enter this</p>	<p>Compass School are in communication with SCC Transport to ensure an up to date risk assessments is to clarify expectations of drivers, pupils and escorts. Pupils and parents are guided to read the Coronavirus (COVID-19): safer travel guidance for passengers on the Compass School website.</p> <p>Car has wipeable seat covers fitted which will be disinfected internally after each use. To be used by one member of staff at a time only, unless there is a medical emergency situation. Site Manager to be informed of use so cleaning can take place.</p> <p>To be monitored.</p>	<p>KSM/DMK</p> <p>Admin and Site Team</p> <p>KSM/RSI</p>	<p>On induction</p> <p>As required</p> <p>Ongoing</p>
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		<p>area and must use the reception hatch for requests and signing in purposes.</p> <p>Both work and student areas are set up considering social distance measures. This is done by limiting the amount of furniture and persons that may access each space.</p> <p>The school areas have been segregated into working 'bubbles' whereby a reduced amount of staff and pupils may come into contact with the virus. In case of contracting symptoms, easy monitoring and identification of persons can be used to inform of required isolation. This also ensures contingency for education of other young people and staff within the setting.</p> <p>Break times for each bubble are scheduled apart from other bubbles.</p> <p>Exit points and stairways are segregated for differing bubbles but may be changed in exceptional circumstances e.g. in emergencies or in the case of exams.</p> <p>Bubbles are subsequently separated into class groups and will maintain these through the school day, where possible.</p> <p>Visual markings spaced at 2 metre intervals are in place around the school and are verbally reinforced by staff.</p> <p>Teachers are advised to maintain 2 metre distancing where possible.</p>			
<p>Catching / Spreading</p> <p>Exposure from others due to: Living with someone with a confirmed case of COVID-19.</p> <p>Have come into close contact (within 2 metres for 15 minutes or</p>	<p>Staff, Pupils, Visitors</p>	<p>Social distancing is maintained in line with PHE/DfE guidance.</p> <p>Welfare facilities are provided which contain suitable levels of hand washing provisions. Hand sanitiser/skin cleansing wipes are provided in areas without handwashing facilities.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>All site users wash hands prior to entrance into and exit from the main school areas. Pupils are encouraged to wash hands or sanitise after break times, before eating</p>	<p>Hand washing provisions are checked regularly and replenished as required.</p> <p>Hand washing technique posters are on display throughout the school and near to sinks.</p>	<p>Site Team</p>	<p>Ongoing</p>

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<p>more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>Or when moving around the building (changing classes etc.)</p> <p>Tissues are provided for all site users. Tissues are used when coughing or sneezing and then placed in the lidded bin before washing hands.</p> <p>Contact with those suspected of having caught COVID-19 is avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual staff risk assessments (disability, young persons or new/expectant mothers) have been reviewed.</p> <p>Good hygiene measures are encouraged at all times.</p> <p>Should persons disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Where necessary, shared items are placed in a tray for disinfection. Computers are disinfected regularly and between users.</p> <ul style="list-style-type: none"> • Regular checks of sanitising stock (soap, sanitiser etc.) is undertaken and ordered when required. • Pupils are supervised during the use of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes are offered as an alternative to sanitiser gel. • Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. <p>Face masks will be worn within communal areas of the school, however, they do not have to be worn during lessons or whilst food and drink is consumed. Masks will be stowed in a pocket whilst not in use, however, a plastic sealable bagged is offered to those</p>	<p>Hand sanitiser/wipes are available in classrooms without hand washing facilities.</p> <p>Bins will be emptied regularly. Bins to be labelled for waste, tissues and recycling.</p> <p>Posters are in place, are checked and replaced when required.</p> <p>Pupil Guidance/H&S agreement is in place and is discussed during induction prior to pupils coming on site. The implications of COVID 19 and the requirements of good hygiene are discussed during SPICE activities.</p>	<p>Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>KSM/LWH</p> <p>All staff</p> <p>Site Team</p>	<p>Ongoing</p> <p>1st September 2020</p> <p>Daily</p>
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		<p>who request or do not have a pocket. Hand sanitising takes place after the removal of a mask.</p> <p>Used or expired masks are disposed of within the lidded 'Tissues' bin.</p> <p>Reusable face masks should be washed in line with the manufacturer's instructions. It is the wearers responsibility to ensure regular cleaning of face masks.</p>			
Suspected case whilst working on site	Staff, Pupils, Visitors	<p>The school areas have been segregated into working 'bubbles' whereby a reduced amount of staff and pupils may come into contact with the virus. In case of contracting symptoms, easy monitoring and identification of persons can be used to inform of required isolation. This also ensures contingency for education of other young people within the setting.</p> <p>If anyone becomes unwell with symptoms of COVID 19 i.e. a new, continuous cough, a change or loss of taste/smell or a high temperature, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they are moved to either the Secondary Isolation Room (West Pastoral office) or Primary Isolation Room (North Bubble Room) where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision, if required. A window can be opened for ventilation, if required.</p> <p>If a person requires the bathroom while waiting to be collected, they can use the pupil's toilets in each respective area (One designated toilet in North and West areas).</p> <p>As is usual practice, in an emergency, the emergency services will be called (999) if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>	<p>PPE (personal protective equipment) will be worn by staff caring for the child while they await collection.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic</p>	<p>Appropriate staff.</p> <p>Site Team</p>	<p>As required</p> <p>As required</p>

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		<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 10 days. Fellow household members should self-isolate for 14 days.</p> <p>If a child who has developed symptoms while at school, they may be offered an 'at home test kit' in the exceptional circumstance that they are believed they may have barriers to accessing a test elsewhere, and that giving them a home test kit directly will therefore significantly increase the likelihood of them getting tested. This helps the school to take swift action to protect students and staff in the event of a positive test result. The symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.</p>	<p>person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>All staff and students 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.</p> <p>Where the child, young person 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 child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>Please note this guidance is being reviewed daily and is subject to change. If Compass School are required to go in to a local lockdown the Senior Leadership Team will work with the Local Authority and Management Committee to put an appropriate contingency plan in place.</p> <p>www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>file:///R:/Public/NEW%20COMPASS%20SCHOOL%20FROM%20SEPTEMBER%202013/STAFF/Admission%20and%20Site/H&S%20and%20Fire/First%20aid/Coronavirus%20First%20Aid/HIOW%20flowchart%2020200604.pdf</p> <p>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local</p>		
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			<p>health protection team who will be able to advise if additional action is required.</p> <p>outbreakplan_southampton_v1.1_130720_public_tcm63-428938.pdf</p>		
The needs of specific staff and pupils could lead to increased risk of infection.	Staff, Pupils	<p>Staff who are clinically vulnerable or clinically extremely vulnerable have been risk assessed and adjustments made within the workplace as to whether they should be alternatively deployed. Individuals are identified and risk assessments completed prior to deployment.</p> <p>PPE and training will be provided for staff who administer first aid or medical treatment.</p> <p>If staff are likely to use restrictive physical intervention or positive handling, they will have appropriate training and PPE to hand for immediate use. Revised guidance for staff who use RPI will be developed and shared with staff to confirm that they have read and understood.</p>	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Training has been given to staff.</p> <p>Known issues reviewed with pupils separated where possible. Pupil risk assessments and Personal Handling Plans to be updated accordingly Staff in Primary are supplied with RPI PPE kits.</p>	<p>KSM/RSI</p> <p>HFO/DMK</p>	
Travel off site	Staff, Pupils	<p>Travel is only undertaken for essential purposes by staff.</p> <p>The school car will be used for off-site activities. The car is pre-booked with the admin team and is cleaned after each use.</p> <p>Staff travelling individually follow standard lone working processes.</p> <p>Work from home is agreed with SLT and implemented wherever possible/required.</p> <p>The use of public transport is done so only in line with government guidance, however, those who are entitled to taxi transport will follow guidelines set out by SCC Transport department.</p> <p>Where travel is essential, use of private, single occupancy vehicles, cycling or walking is encouraged.</p>	<p>Car to be disinfected internally after each use. One member of staff to use the car at a time, unless there is a medical emergency. Site Manager to be informed of use so cleaning can be carried out.</p> <p>See also Travel by Car RA and Off Site Tutoring and Visit RA.</p>	<p>Site Team</p> <p>All staff</p> <p>KSM/LWH</p> <p>All staff</p>	<p>As required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>Access to & egress from site causes increased spread of virus</p>	<p>Staff, Pupils, Visitors</p>	<p>Non-essential visitors are not permitted entrance to site.</p> <p>Site access points are monitored to enable social distancing. Entrance points are limited depending on numbers accessing site.</p> <p>All persons to wash or clean their hands before entering or leaving the site.</p> <p>Markings at 2 metre intervals between people waiting to enter site.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Fogging (disinfection) is carried out on a rotational basis throughout the school on a weekly basis.</p> <p>Site inductions are carried out in small groups, at a safe distance.</p> <p><u>Staff meetings are carried using virtual media (MS Teams etc), where possible.</u></p> <p><u>Visitors</u> Non-essential visitors are not permitted onto the school site.</p> <p>All visitors are pre-arranged and made aware of site rules on attendance.</p> <p>Only visitors carrying out essential maintenance or compliance testing deemed necessary to the safe running of the school are allowed on site and will be informed of signs in reception regarding good hygiene.</p> <p>Visits by parents, carers and other education professionals are arranged with relevant staff members prior to arrival and are undertaken outside of normal school hours, depending on the severity of the incident.</p> <p>External teachers including supply will be allowed access to Compass School according to their arranged timetable. These staff will be allocated to a 'bubble'.</p>	<p>Access points will be either increased to reduce congestion or decreased to enable monitoring, as per site access numbers.</p> <p>Posters and signs in place in school.</p> <p>Ground marks have been put in place.</p> <p>As per cleaning schedule.</p> <p>Signs to be checked daily and replaced where necessary.</p> <p>As much as possible, maintenance and repair to be carried out outside of pupil school hours</p>	<p>KSM/LWH/Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>HFO/DMK</p> <p>SLT/Site Team</p> <p>Site Team</p> <p>Appropriate school staff.</p> <p>External providers/reception staff.</p>	<p>As required</p>
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	<p>Providers will be signed in at reception with full contact details made available in the event of 'track and trace'.</p> <p>Providers will sign a 'read and understood' statement against the Health and Safety Guidance for staff and visitors, and follow the protocols within it.</p> <p><u>Staff</u> Staff who are showing any of the signs of Covid-19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all persons/staff are required to wash hands in the reception toilets provided</p> <p>Face masks should be worn within communal areas of the school, however, they do not have to be worn during lessons or whilst food and drink is consumed. Masks will be stowed in a pocket whilst not in use, however, a plastic sealable bagged is offered to those who request or do not have a pocket. Hand sanitising takes place after the removal of a mask. Used or expired masks are disposed of within the lidded 'Tissues' bin. It is the wearers responsibility to clean their face mask in line with manufacturer's instructions.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p> <p>Parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p>SCC Transport who arrange local travel arrangements, i.e. pupil taxis, are informed of any changes to start and</p>	<p>Reception to be issued with a signing in book.</p> <p>Staff absence protocol to be followed.</p> <p>Parents have been issued with guidance relating to appropriate travel via the website and phone calls.</p>	<p>KSM</p> <p>All staff</p> <p>DMK/HFO</p>	
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		<p>finish times, with car pick up and drop offs programmed accordingly.</p> <p>Transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.</p> <p>Transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</p>	<p>A copy of the Local Authority risk assessment is being sought to ensure guidelines are followed and monitored.</p>	<p>KSM/DMK</p>	
<p>Poor communication means that staff, parents, pupils or visitors do not follow guidance.</p>	<p>Staff, Pupils, Visitors</p>	<p>Signs are in place at the front of the school informing children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus, following governmental guidance.</p> <p>If a child needs to be accompanied to school, only one parent may attend.</p> <p>Parents/carers of pupils are informed of their allocated drop off and collection times and the process for doing so, including entrance/exit points.</p> <p>It is made clear to parents/carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment) where specific protocols are in place).</p> <p>For both staff and pupils, public and communal transport methods are to be used, government guidance to be followed.</p> <p>Those who are entitled to taxi transport will follow guidelines set out by SCC Transport department.</p> <p>Parents and pupils are aware of recommendations on transport to and from school (including avoiding peak times).</p> <p>All staff read the 'Health and Safety guidance for Staff and Visitors' and sign as understood. This includes plans for safety measures, timetable changes and staggered arrival and departure times, including discussing whether training would be helpful.</p>	<p>Posters and signage checked and replaced, if required.</p> <p>Discussion with parents regarding expectations Pupil guidance on the website.</p> <p>Social distancing markers in place Signs and posters on display.</p> <p>Parents and pupils to read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Ensure the guidance notes are up to date and relevant as per government guidance.</p>	<p>Site Team</p> <p>DMK/HFO</p> <p>KSM/DMK</p> <p>KSM/LWH</p>	<p>Daily</p> <p>Prior to pupil return</p>

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		<p>Changes to logistical supplies has been undertaken, specifically food and cleaning supplies.</p> <p>Communication with cleaning staff including cleaning requirements and working hours is ongoing to meet the needs and demands of the school.</p>		Business Manager/Site Manager	
Allocation of Staff causes increased spread of virus	Staff	<p>Staffing allocation is led by SLT and the following are considered:</p> <p>Authorisation onto the school site will be by the Senior Leadership Team.</p> <p>All staff medical needs are discussed with the Head teacher/Business Manager prior to them entering the school.</p> <p>The staff room is not to be used as a base for resting or eating. Meetings can take place allowing for social distancing.</p> <p>Tasks such as resource preparation and photocopying may be completed outside of the school day whilst ensuring government guidance on social distancing is adhered to.</p> <p>Suitable and sufficient provision is made for first aid, physical intervention, emergency procedures response, etc.-</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, however, physical contact is kept to a minimum, and those administering first aid wear PPE appropriate to the circumstances. Hands are washed and the affected area is cleaned upon completion.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. Posters and information is in place.</p> <p>Minimum staffing levels are allocated to each classroom and are spread out across the school site and in classroom bases.</p>	<p>Staff to work in set teams on set days to minimise footprint in the school building.</p> <p>Staff to notify relevant parties of any change in circumstances.</p> <p>First aid is offered in line with the standard First Aid policy and RA. Physical Intervention to only take place as a last resort</p> <p>PPE is available from the reception office.</p> <p>Site posters are checked and replaced, when required.</p>	<p>Ongoing</p> <p>SLT</p> <p>First Aiders</p> <p>First Aiders</p> <p>Site Team</p> <p>HFO/DMK</p>	<p>Prior to return to work</p> <p>Ongoing</p> <p>Daily</p>

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		<p>Teachers of 'external provision' will be allowed access to Compass School, by prior arrangement only.</p> <p>Providers will be signed in at reception with full contact details made available in the event of 'track and trace'.</p> <p>Providers will sign a 'read and understood' statement against the Health and Safety Guidance for staff and visitors, and follow the protocols within it.</p>		External providers/reception on staff.	
Cleaning does not prevent the spread of the virus	Staff, Pupils, Visitors	<p>A cleaning schedule has been implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Fogging (disinfection) is carried out on a rotational basis throughout the school.</p> <p>Handwashing facilities and hand sanitiser is available throughout the school site with occupants frequently washing their hands with soap and water for 20 seconds and dry thoroughly.</p> <p>All site users wash their hands on arrival at the setting in the reception toilets, before and after eating, and after sneezing or coughing.</p> <p>All site users are encouraged not to touch their mouth, eyes and nose.</p> <p>All site users are encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</p> <p>Surfaces within the school site are cleaned including classroom supplies, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, on a regular basis.</p> <p>Bins for tissues are emptied throughout the day.</p> <p>All usable rooms have natural ventilation (opening windows) which should be opened during the school day.</p> <p>Fans are available to enhance air circulation throughout the school.</p>	<p>Cleaning protocol following known contamination is as follows: COVID-19: cleaning of non-healthcare settings guidance Compass School cleaning schedule</p> <p>Posters in place around site and checked/replaced when required.</p> <p>Areas where sneezes have been unable to be 'caught' are disinfected immediately. Tissue stocks are checked regularly and replenished as required.</p> <p>Lidded bins are available in all rooms and are clearly labelled.</p>	<p>Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team</p>	<p>Ongoing</p> <p>Daily</p> <p>Ongoing</p>

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		Only cleaning products supplied by the school are to be used. COSHH assessments are in place.			
Deliveries & Waste collection means outside workers expose the school population to the virus	Staff, Pupils, Delivery drivers, Waste collection operatives	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Delivery staff are directed to leave goods safely for school staff to stow, if appropriate.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste bags and containers are kept closed.</p>			
Contractors expose the school population to the virus	Staff, Pupils, Contractors	<p>Only contractors carrying out essential maintenance or compliance testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Only visitors who have been pre-arranged will access site.</p> <p>Staff and contractors will maintain a safe distance between themselves and others (2 metres where possible).</p> <p>All contractors wash their hands upon entering the site.</p> <p>The contractor will notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	<p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. 		
Break and Lunch	Staff, Pupils	<p>All staff are encouraged to remain on site for their breaks</p> <p>Food and drink is only consumed in dedicated areas.</p> <p>Educational bubbles are timetabled to use the outdoor play areas independently of other school groups.</p> <p>Teachers communicate their requirements for outdoor activities with each other prior to exit to outdoor spaces, to avoid unnecessary contact with others.</p>	Staff must eat in their assigned bubbles.	LWH/RSI	

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		<p>Hand cleaning facilities or hand sanitiser are available in rooms where people eat and are used by all persons when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>Staff only use fridges, microwaves and kitchen equipment in their own educational bubble.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact.</p> <p>Shared eating tools, i.e. crockery, eating utensils, cups etc. should not be used.</p> <p>Drinking water is provided with enhanced cleaning measures of the tap mechanism.</p> <p>Tables and chairs are cleaned between each use.</p> <p>All rubbish and waste is put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating are thoroughly cleaned at the end of each school day, including chairs, door handles etc.</p>	<p>All to follow guidance posters.</p> <p>Fridge and microwave to be cleaned by cleaner regularly, kitchen equipment is cleaned by the user.</p>	<p>All staff</p> <p>Site Team All staff</p> <p>All relevant staff</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team</p>	<p>Ongoing</p> <p>As required.</p> <p>As required</p> <p>Ongoing</p> <p>As required</p> <p>As required</p>
Emergency procedures (Fire alarm activations etc) cause pupils and staff to come into close contact	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations will take place following social distancing principles, as far as is reasonably practicable.</p> <p>During emergency evacuations pupils will muster in their appropriate bubbles.</p>			

Created by	Sign	Date	Review date
Roger Sim	Roger Sim	15/07/2020	As required

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Approved by	Sign	Date	Review date
			As required

Review Schedule

Review conducted		Revisions made	Review next due	
Date	By whom		Date	By whom
16/07/20	LWH	Update on procedures made	As required	RSI/LWH
16/07/20	RSI	Added LA Outbreak Plan hyperlink		
17/07/20	RSI	Protocol regarding meetings with parents		
19/08/20	RSI	Amend isolation guidance to 10 days		
19/08/20	RSI	Date of DFE guidance updated		
19/08/20	RSI	Added statement regarding Management Committee contingency.		
04/09/20	RSI	Updated information on use of face masks		
04/09/20	RSI	Introduced protocol of home test kits.		
18/09/20	RSI	Update to procedures, addition of external providers and toilet facilities.		
02/12/20	RSI/LWH	Updated for new guidance and school logistics.		
14/12/20	RSI	Amended agreed class maximum number		