



## Risk Assessment for Extended Opening under Covid-19 Restrictions

<b>Location / Site</b>	Chichester Free School
<b>Activity / Procedure</b>	Prevention of Covid 19 on site
<b>Assessment date</b>	13 <sup>th</sup> May 2020
<b>Assessment serial number</b>	tbc
<b>Common hazards</b>	Potential for the infection of Covid 19 to school occupants leading to respiratory issues and potential for sickness or severe sickness
<b>Identify additional hazards</b>	<i>Record all other hazards that are specific to this task</i> <ul style="list-style-type: none"><li>• Suspected case in school (staff or pupil)</li><li>• Confirmed case in school</li><li>• Suspected case in a family of staff or pupil</li><li>• Confirmed case in a family of staff or pupil</li><li>• Teacher shortage</li><li>• Protection for most vulnerable children</li><li>• Staff with underlying health conditions</li><li>• Staff with symptom</li><li>• Pregnant staff</li><li>• Cleaning team shortage</li><li>• Leadership shortage</li><li>• Admin shortage</li><li>• Long period of shut down</li></ul>

Identify people at risk	Identify where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO


Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE


### Common Control Measures - our Method Statement for Reducing the Level of Risk



- Increase hygiene procedure
- Pupils to wash hands each time they enter the building, before breaks and lunch and before leaving for home, in addition to when they have been to the toilet
- Communication with key people including key information (staff, pupils and families, other users of the site)
- Specific hygiene lessons in class (handwashing, distancing, use of equipment)
- Increased enforced use of handwashing before eating of food
- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhea etc
- Equipment to only be used by one child, to be named and allocated, any shared equipment to be cleaned after use
- Consider the types of teaching activities make changes as necessary (e.g. those that may lead to close contact / touch points), especially in EYFS
- Review *Core Control Measures and make changes as necessary* - daily review of the situation
- Removal of the following contact situations: assemblies; carpet time; school events; busy drop off and pick up situations through staggered day times; busy break and lunch time situations through staggered timings and varied locations in pupil hubs
- Screening measures in place for pupils who appear unwell e.g. use of a thermometer in school
- Send children or staff home with any symptoms relating to Covid-19
- Additional daily cleaning, including on call cleaner and twice weekly deep cleans on a Wednesday and weekend
- Adaptation of classrooms – one desk/space for each pupil 2 metres apart and removal of all soft furnishings
- Pupils grouped into hubs of 15 pupils (10 in smaller secondary classrooms) for learning and recreation, and where possible kept 2 metres apart at all times
- One / two adults allocated to pupil groups and where possible (other than in the event of staff sickness) this should not change
- Limit pupils and adults on site to only those timetabled to be so
- Apply rota system for Year 10 pupils so only a quarter are on site at any time
- Allocated play spaces for each group
- Clear routes to enter and leave the building to avoid groups mixing (outlined in planning document)
- Closure of lettings and building use
- Exclusion of visitors
- Parents to not be allowed to enter the building
- Markers to be placed around the perimeter to encourage parents to keep to social distancing measures and signage to reinforce this
- Staff to be allocated spaces for breaks to ensure mixing of staff between groups is not allowed
- Parent Protocol for pick up and drop off and revised home school agreement issued to parents and pupils
- Onsite training with all relevant members of staff before pupils arrive
- Highlighting relevant parts of behaviour policy to staff, parents and pupils
- Practice fire drill to occur

<b>Additional control measures</b>	<i>List any additional control measures that are required in the event of the common hazard occurring</i>
<ul style="list-style-type: none"> <li>• Contact relevant agencies e.g. LA / Public Health England</li> <li>• Deep clean core areas</li> <li>• Inform staff</li> <li>• Core reminders of hygiene</li> <li>• Contact parents – general information about sickness etc. and the key next steps e.g. closure of a group/ school/ or carry on etc.</li> <li>• Seek advice from PHE</li> <li>• Children in the family to remain at home for a fixed period</li> <li>• Deep clean of the classroom and school. Follow guidance provided</li> <li>• Replace staff / SLT Cover</li> <li>• Where staffing levels are too low, consider partial closure for certain classes or part time / AM / PM classes</li> <li>• Identify children and staff who are particularly vulnerable e.g. underlying health conditions that may be affected by the current threat and ensure they are shielding and being supported from home where possible</li> <li>• Continue remote learning activities – staff follow procedure used on SMHW.</li> <li>• Site to be maintained continuing with statutory procedures e.g. Legionella, fire procedures.</li> </ul>	

<b>Remaining level of risk</b>	<i>Consider level of risk following use of control measures</i>		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Assessor's comments</b>	<i>Insert comments relevant to findings as appropriate</i>	
<p>The risk assessment will be tested on site prior to extended opening beginning.</p> <p>Thoughts will be gathered from all stakeholders, including parents and staff.</p> <p>This risk assessment will be monitored daily and will be adjusted with Government guidelines.</p>		
<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Mrs Gay Grimwood (School Business Manager)		13 <sup>th</sup> May 2020

<b>Manager's comments</b>	<i>Insert comments relevant to assessment as appropriate</i>	
<p>The overriding principle behind this risk assessment is to <b>maximise the safety of all pupils, all staff and support staff who <u>by necessity</u> need to be at the school and of any adults, parents, guardians, childminders and so on who <u>by necessity</u> are required to drop children at the school and pick them up at the end of the day.'</b></p> <p>Constant reflection, monitoring and if necessary adaption of the methods outlined will occur to ensure the safety of all staff and pupils is maximised at all times.</p> <p>Supplementary documents outline our <b>method statement</b> and exact processes. These have all been made available to staff and Governors, and are available to other stakeholders on request.</p>		
<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Mrs Louise New (Principal)		22 <sup>nd</sup> May 2020

Risk assessment reviews		Log future review dates & sign/comment upon completion	
Review date	Reviewed by	Reviewer signature	Remarks
3 <sup>rd</sup> June 2020 - site walk	Principal and Governors		Both the Principal and Governing Board are satisfied that all aspects of the risk assessment are in place, ready for extended opening on 8 <sup>th</sup> June 2020. Method statement links have been added to the risk assessment, as outlined in the Manager's comments.
18 <sup>th</sup> June – review of Risk Assessment, and consideration of further opening	Principal and Governors		Further review of both the risk assessment and current practices in School confirm that all aspects of the risk assessment are being executed, and will support further extended opening of the School for transition days. The Method statement has been updated to reflect plans for these transition days. Constant review of procedures will continue.