

# Coronavirus (COVID-19): Risk assessment for reopening after a temporary closure

## The Derby High School



Assessment conducted by: M Duncan	Job title: School Business Manager (SBM)	Covered by this assessment: staff, pupils, parents and visitors
Date of assessment: 24/5/20	Review interval: Weekly dependent on new guidance	Date of next review: 01.09.2020

### Related documents

**Health and Safety policy (Infection control), Fire Safety Policy and plan, Medicines Policy, Child Protection and Safeguarding Policy.**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> <li>• All students and staff are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Fire Management Plan and policy</b></li> <li>- <b>Medicines Policy</b></li> <li>- <b>Child Protection Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps ensure there is a safe school environment, e.g. infection control training and student well-being guidance.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- Department of Health and Social Care</li> <li>- PHE</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>• All staff are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email and an addendum to the Staff Guidance documentation. Staff</li> </ul>	Yes	SLT	End of w/c15.06.20	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>Induction will also be conducted with the staff on the morning of their first face-to-face contact with Y10 students.</p> <ul style="list-style-type: none"> <li>All students and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter and information placed on the website. A run through will also be conducted with the students on their first visit.</li> <li>The SBM conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils.</li> <li>Although the procedures outlined in this risk assessment and the R-opening plan heavily reduces the onsite R rating, we will work closely with the Local Authority to review the local contact and reserve the right to act proportionately.</li> </ul>				
Premises	L	<ul style="list-style-type: none"> <li>The site managers check all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> <li>The site managers identify any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises</li> <li>A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> <li>Roof and loft inspections are not carried out by untrained personnel.</li> <li>A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order.</li> <li>The site managers check all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> <li>The site managers check all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> <li>The site manager checks all security systems for integrity and that they are in working order.</li> <li>The SBM makes insurers aware of the building's state of use.</li> </ul>	Yes	SBM and Site Team	12.06.2020	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• The Headteacher ensures that the insurer's risk mitigation requirements are enacted and observed.</li> <li>• All keyholder information is updated in accordance with the insurer's instructions, where required.</li> <li>• The site managers check for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> <li>• Internal signage around the school building serves to instruct staff, student and visitors about necessary infection Control measures e.g. social distancing, regular handwashing etc</li> <li>• External signage is visible to show that access to the school premises is restricted.</li> <li>• Any hazards found during checks on the premises are reported to the SBM and if appropriate the Headteacher as soon as possible and issues are resolved prior to school reopening to more pupils.</li> <li>• The Headteacher and Governors ensure the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>• The Headteacher, assisted by the Deputy Headteachers and SBM, identify which areas of the school may be used for school activity and communicates this to staff and students accordingly.</li> <li>• Areas of the premises which remain closed are adequately secured and clearly identifiable.</li> <li>• The site managers arrange for any changes to the premises to be made to account for social distancing measures.</li> </ul>				
Gas supply, systems and equipment	L	<ul style="list-style-type: none"> <li>• A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</li> <li>• Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> </ul>	Y	SBM and Site Team	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> <li>A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> <li>The site managers check that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>				
Electrical supply, systems and equipment	L	<ul style="list-style-type: none"> <li>A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.</li> <li>Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> <li>The relevant staff check that all phone and broadband connectivity is in working order.</li> <li>A suitably trained technician checks that the main and emergency lights are in working order.</li> <li>The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.</li> <li>The site managers ensure that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	SBM and Site Team	Ongoing	L
Heating and ventilation	L	<ul style="list-style-type: none"> <li>The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. This is sensor controlled and the controls are in the caretaker's office.</li> <li>Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.</li> </ul>	Y	SBM and Site Team	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.</li> </ul>				
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> <li>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>The SBM, Deputy Headteacher (Safeguarding lead) and Headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. (DW needs to also be involved)</li> <li>The SBM and Deputy Headteacher (Safeguarding lead) identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff and students in the updated policies and referred to on the morning of their first face-to-face contact with Y10 students. (DW needs to also be involved)</li> </ul>	Y	SBM / Deputy Headteacher (Safeguarding lead)/ Headteacher	10.06.2020	L
Water storage, drainage systems and sanitary appliances	L	<ul style="list-style-type: none"> <li>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> <li>All water systems are thoroughly flushed, e.g. toilets and taps, and the site managers commission a water treatment specialist to chlorinate water systems where required.</li> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> <li>A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>	Y	SBM and Site Team	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>				
Lifts, automatic doors and plant equipment	L	<ul style="list-style-type: none"> <li>A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the site managers ensure any required inspections take place as soon as possible.</li> </ul>	Y	SBM and Site Team	Ongoing	L
Cleaning	H	<ul style="list-style-type: none"> <li>The SBM arranges enhanced cleaning to be undertaken where required. This will include cleaning after each sitting for lunch, high traffic areas such as walkways and door handles, and bookable rooms.</li> <li>The number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.</li> <li>The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH guidelines.</li> <li>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>Adequate amounts of suitable cleaning agents are available.</li> <li>Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners.</li> <li>A cleaning checklist for offices, classrooms, toilets and high traffic areas will be used</li> </ul>	Y	SBM and Site team	Ongoing	M
Infection control and social distancing	H	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>.</li> <li>Parents are advised that their child should walk or cycle or be dropped off at school. It is unlikely that school transport will be</li> </ul>	Y	All staff and students	August 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>available (where practicable, infection control and social distancing measures would need to be put in place).</p> <ul style="list-style-type: none"> <li>• Visual aids are in use to display social distancing measures, e.g. floor tape to mark two-metre spacing for adults and Year group zoning areas</li> <li>• Sanitiser stations are set up in each classroom providing pedal bins and alcohol-based hand sanitiser. Sanitiser stations are also available at entrances and exits and beside catering revaluation units.</li> <li>• Where staff and students choose not to/cannot use alcohol based sanitiser, more opportunity to handwash will be given.</li> <li>• Adequate amounts of soap, tissues and pedal bins are available in the relevant areas.</li> <li>• Any alternative plans (in the case of full lockdown / re-opening) are in line with the relevant local and national advice.</li> <li>• The SBM, Deputy Headteacher (Safeguarding lead) and Headteacher identify which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered arrival to and dismissal from school.</li> <li>• Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-student ratios.</li> <li>• SLT work with teaching staff to ensure a suitable plan is in place to maximise infection control during lesson changes, e.g. one-way systems.</li> <li>• The use of communal areas is limited to avoid unnecessary group gatherings – queue or rotas are implemented where required. Any break times will be staggered for each year group. Intervention</li> </ul>				



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>rooms have been set up in each zone and staff work areas have been spaced across the school.</p> <ul style="list-style-type: none"> <li>Where students and staff cannot follow social distancing arrangements for a particular activity, the Headteacher/SLT will assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. Eg Practical lessons.</li> <li>Staff and students who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Health and Safety Policy (infection control section) and are sent home as soon as is safely possible. The school have created two First aid areas. One area will be for suspected Covid cases and the other will be for other first aid issues.</li> <li>For school events that must take place Eg Results day, every effort is made to minimise the amount of people on site at any one time by using an appointment system. One-way systems and social distancing markers will be used. All Covid 19 recommendations and the 'catch it, bin it, kill it' methodology will be adhered to. The Headteacher / School Business Manager will sign risk assessments to give assurances that we are providing a Covid 19 secure workplace for visitors.</li> </ul>				
Community wellbeing	H	<ul style="list-style-type: none"> <li>Parent surveys have been sent out to assess how they feel about the school reopening and to enable staff to act on any concerns students and parents may have.</li> <li>A staff well-being survey has been sent out.</li> <li>The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> </ul>	Y	SLT and SENCO	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Staff notify their line manager if they need to be shielded because they are clinically extremely vulnerable.</li> <li>• Individual risk assessments will be completed with those staff that have made it known that they are clinically vulnerable.</li> <li>• The Headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The Headteacher ensures that the school can be adequately and safely staffed when it reopens.</li> <li>• Where practicable, the Headteacher liaises with the Governors about putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload.</li> <li>• The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>• The Headteacher and the Deputy Head with responsibility for SEN identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• The Headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and students have access to support when the school reopens.</li> </ul>				
Access to learning	H	<ul style="list-style-type: none"> <li>• The SLT works with the Network Manager and Senior ICT Technician to ensure enough ICT devices, e.g. computers and laptops, are available to all students when the school reopens, where required.</li> <li>• All school leaders liaise with the relevant personnel to ensure adequate provision is in place for all students to be able to work effectively in school, e.g. learning support.</li> </ul>	Y	SLT and SENCO	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>All teaching staff continue to provide appropriate and relevant learning material during all phases of reopening.</li> <li>Curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely.</li> </ul>				
Safeguarding	M	<ul style="list-style-type: none"> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying.</li> <li>The Deputy Headteacher (Inclusion) and Assistant Headteacher (Behaviour and Attendance) ensures that adequate pastoral care is in place to support students and staff who require it.</li> <li>The DSL ensures that adequate pastoral care is in place to support staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> </ul>	Yes	SLT and inclusion team	10.06.2020	L
Communication	L	<ul style="list-style-type: none"> <li>The Headteacher liaises with the LA about any local guidance regarding lockdowns and education.</li> <li>The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements.</li> <li>Parents are informed via letter about the relevant information regarding the school, including any pick-up and drop-off arrangements.</li> <li>Staff are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. updated timetable and social distancing.</li> <li>Staff will be informed of who they can turn to for support at induction and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> </ul>	Yes	SLT	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• All staff and students are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>• The Headteacher liaises with the Governors about possible arrangements for reopening the school, where necessary.</li> <li>• Students are informed via letter about the relevant information e.g. social distancing measures and how lessons will be delivered.</li> <li>• The SBM communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods.</li> <li>• The Headteacher informs staff and the Governors about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>				