

# School reopening: risk assessment Sexey's School

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Use and adapt this template to help you document the risk control measures you'll have in place ahead of wider reopening. It covers the measures you'd need above and beyond the usual control measures you'll have in place, such as hygiene during food preparation or intimate care.

The example measures we list are based on current (as at 28 May 2020) government guidance:

- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)

Consider what you'll need to do to make the measures workable in your school, and if you need to add additional ones, and adapt the template accordingly. For example, take into account:

- The number of staff and pupils you expect to have in
- Any raised risk in the pupils or staff that will be in school (e.g. if you have BAME staff, take a look at advice from [BAMEed](#))
- Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans who should have their own [individual risk assessments](#) already (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- The size and layout of your school premises
- The resources you have in stock or can order easily (e.g. PPE, soap, cleaning products)

We've also highlighted in yellow some particular parts you'll need to adapt – delete the yellow text as you go.

## Make sure you consult the right people – talk to:

- Independent legal experts
- Your insurance providers
- Your staff, particularly any union representatives – and remember that you'll also need to provide your staff with any training they need on how to implement the measures you're taking (e.g. changes to behaviour rules, how to dispose of PPE)

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## Context of Risk Assessment

We will be opening Sexey's school for a very small population of children. On Monday and Fridays only 25% of Year 12 will be invited into the school site, this is 14 students. On Tuesday and Wednesday 25% of Year 10 will be invited onto the site for the afternoon, this will be a maximum of 24 pupils split into 2 groups of 12. On Thursday we will invite only Pupil Premium Students in Year 10 onto the site on a 1:1 basis for tutoring.

### RAG rate your control measures

- > Red: this measure cannot be put in place in our school at any time
- > Amber: this measure can be put in place, but not in time for when we've been asked to reopen
- > Green: this measure is in place, or can be in place for when we've been asked to reopen

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>A letter will be sent to all staff and parents asking everyone not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official <a href="#">self-isolation guidance</a>. Regular reminders will be given about this. These will be sent on a weekly basis in Friday end of week email from Headteacher.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a>, and the school will help them do this.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The following rooms will be designated isolation rooms :-</p> <p>Room 1 – Assistant Head T&amp;L Office (Main corridor)</p> <p>Room 2 – KDR Staff Room (KDR corridor)</p>	<p>HC/LP</p> <p>GF GF</p>	Prior to opening on 15 <sup>th</sup> June		

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		<p>A designated first aider will be allocated to these rooms with a reserve first aider should one be needed.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>When a Parent arrives to collect the students they will be asked to remain in their car and phone reception so the student can be taken to the car by the First Aider</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above)</li> </ul>	<p>HC/AC</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF</p> <p>GF/NB</p>			

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		<p>and the passenger will wear a face mask if they are old enough and able to do so</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advice on appropriate action, such as asking more people to self-isolate.</p>	<p>HC</p> <p>GF</p> <p>GF</p> <p>GF</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times. The information on how students are travelling will be collected and will inform their allocated entry and exit points.</p> <p>For anyone who needs to take public transport, they will be referred to <a href="#">government guidance</a>.</p> <p>If home to school transport will be running (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> </ul>	<p>HC</p> <p>HC</p> <p>Somerset LEA have confirmed this is in place</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p>		We have 2 staff who do not drive and can only travel by public transport and will therefore not be onsite.

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		<ul style="list-style-type: none"> <li>Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>Their allocated drop off and collection times, will be set out in their personalised letters. Parents are to remain in their cars. The main car park will be used.</li> <li>The protocols for minimising adult-to-adult contact. Number of staff onsite will be a minimum with staff asked to park using very other space in the car park in the bottom car park.</li> <li>Parents will not be permitted onsite without an appointment. Appointments will ensure social distancing is in place. This has been communicated via a letter to Parents</li> <li>Reception will have yellow lines, a sign to ensure there is only one person in the reception area, and that if needed to people wait 2 m away.</li> <li>Staff, students and parents will all be asked not to gather at entrance gates or doors.</li> <li>Students wearing non-disposable face coverings when arriving to school will be expected to remove them when on the school site.</li> <li>Visitors who chose to wear non-disposable face coverings will be expected to bring a plastic bag to keep these in.</li> <li>Staff will not wear non-disposable face coverings.</li> </ul>	<p>HC / NB</p> <p>GF</p> <p>HC</p> <p>NB</p> <p>HC</p> <p>HC</p> <p>HC</p> <p>HC</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>		<p>For students who travel by car, designated drop off points will be put in place using parking area by Macmillan and students will walk across the site and enter by 6<sup>th</sup> form centre. Students who walk to school will enter via the Humanities gate. Staff will enter via the main entrance.</p>
Spreading infection		Handwashing facilities will be provided in the toilets. For staff :-	GF	15 <sup>th</sup> June		

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due to touch, sneezes and coughs		<ul style="list-style-type: none"> <li>- Staff toilets in main corridor</li> <li>- Staff toilets in reception</li> <li>- Staffroom</li> </ul> <p>Students :</p> <ul style="list-style-type: none"> <li>- Main corridor toilets (Year 12)</li> <li>- Humanities toilets (Year 10)</li> </ul> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school,</p> <p>A C-19 briefing provided to all students on their first day in school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	<p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>Everyone</p> <p>School Nurse Team / CW</p> <p>NB</p> <p>NB</p>	<p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>		

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Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Telephones</li> </ul>	NB	15 <sup>th</sup> June		
		<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. The areas of the site used will be :-</p> <p>Year 10 Humanities 1,2,3,4</p> <p>Year 12 Art 2, Geog 1 and 2, MFL 1 and 2</p>	NB	15 <sup>th</sup> June		
		<p>Areas of the school not in use will be shut off to make cleaning more manageable.</p>	NB	12 <sup>th</sup> June		
		<p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p>	NB	12 <sup>th</sup> June		
			NB	12 <sup>th</sup> June		

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		<p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>NB</p> <p>NB</p> <p>NB All staff</p>	<p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June 15<sup>th</sup> June</p>		
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>Pupils will be organised into small groups. These groups will be half the size of normal classes, apart from in the case of already small classes. Maximum of 14 in a group.</p> <p>Only a quarter of students in year 10 and 12 will be in on any day. A rota will be used to decide which of these students will be in on each day, with no separate morning or afternoon rotas (i.e. we will not use split day rotas). However, vulnerable children or children of critical workers can continue to attend full-time and will be in a separate bubble on a separate side of the school site, with different entrances and exits.</p> <p>One quarter of Year 12 will be invited onsite once a fortnight on a Monday or Friday for subject tutorials or tutor tutorial on a 1:1 basis with a teacher in a dedicated classroom, following social distancing. Students will enter the site and register at the sixth form centre, students will sign out and exit the same way.</p>	<p>RD</p> <p>RD</p> <p>RD / JM</p>	<p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p>		



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		<p>One quarter of Year 10 will be invited into the site for Maths, English and Science lessons, once a fortnight on a Tuesday or Wednesday. Students will be placed into “bubbles” set by their Maths set and when onsite will be taught in these bubbles. Students will be allocated a set entry and exit point from the school site.</p> <p>Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, all work will be provided electronically via ClassCharts. The sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, the same staff will be assigned to the same group so that we reduce the number of different combinations eh :- 10X1 Red will always be taught Maths on site by RD, English by SC and Science by ABL.</p>	<p>RD</p> <p>RD / NB</p> <p>All staff</p> <p>RD</p>	<p>10<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p>		
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>All students accessing education onsite will sign a behaviour contract with clear expectations to prevent increasing the risk to themselves and others.</p> <p>Pupils will be kept in the same small groups at all times each day.</p> <p>Year 10 Pupils will stay in the same classroom at the same desk throughout the day.</p> <p>Year 10 Pupils will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p>	<p>HC</p> <p>RD</p> <p>RD</p> <p>RD</p> <p>GF/NB</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p>		

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		<p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation to keep groups apart.</p> <p>We will avoid using all shared rooms, such as sport halls and dining areas, if used they will kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. Through 50% of capacity being allowed, a limit to number of people in the room and a line up area set up outside the toilet with 2m lines.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy. A sign will be placed on the door with a set limit.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>	<p>RD</p> <p>GF/NB</p> <p>GF/NB</p> <p>GF/NB</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>		
Spreading infection due to the school environment		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>The fire evacuation point will remain the same but with students lining up 2m apart.</p>	<p>GF</p> <p>GF</p> <p>All staff / NB</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>		

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>NB</p> <p>NB</p> <p>NB</p> <p>RD</p>	<p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p> <p>15<sup>th</sup> June</p>		
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	<p>HC</p> <p>HC</p>	<p>10<sup>th</sup> June</p> <p>10<sup>th</sup> June</p>		
Individuals vulnerable to serious infection coming into school		<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> <li>• If they're clinically extremely vulnerable (as defined <a href="#">here</a>), they will continue to learn or work from home</li> <li>• If they're clinically vulnerable (as defined <a href="#">here</a>) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible</li> <li>• If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social</li> </ul>	<p>Staff = AC Students = PC</p> <p>Staff = AC Students = PC</p> <p>Staff = AC</p>	<p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p> <p>12<sup>th</sup> June</p>		

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		distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions	Students = PC			