



**TEMPLATE  
OPERATIONAL RISK  
ASSESSMENT  
ADDENDUM FOR  
SCHOOL OPENING – March 2021  
Primary Schools**

**CHECKS AND BALANCES:  
RESPONDING TO COVID-19**

A toolkit to support leaders  
Version 1 26<sup>th</sup> February 2021

Date of Review	Changes/Amendments/Additions	Reviewed By	Next Review
01/03/2021		J.B.	12/03/2021
17/03/2021		J.B.	26/03/2021
26/03/2021	1.10	J.B.	19/04/2021

### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment is an addendum to the school's main risk assessment, it should be undertaken in conjunction with the guidance on school reopening updated by the Department for Education on 22<sup>nd</sup> February 2021 as follows: [Actions for schools during the coronavirus outbreak](#)

<b>Assessment conducted by:</b>	Joanne Barker Kath Prince	<b>Job title:</b>	Headteacher Health and Safety Governor/Vice Chair	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	01/03/2021	<b>Review interval:</b>	Ongoing	<b>Date of next review:</b>	19/04/2021
Related documents					
<b>School/Trust/Local Authority documents/ :</b>  Staff Handbook Appendix Safeguarding Policy Fire Evacuation Updates Behaviour Policy Health and Safety Policy		<b>Government guidance:</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>  <a href="#">Guidance for full opening: special schools and other specialist settings</a>  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people">https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people</a>			

**Risk matrix**

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>1. Minimising Transmission</b>					
<b>1.1 General</b>					
Direct or Indirect transmission of COVID - 19 virus	H	<ul style="list-style-type: none"> <li>The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis</li> </ul>	Y	<ul style="list-style-type: none"> <li>Headteacher</li> <li>SLT</li> <li>Chair of Governors</li> <li>H&amp;S Governor</li> <li>Governor Building/H&amp;S Subcommittee</li> </ul>	M
<b>1.2 Asymptomatic testing of staff</b>					

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Direct or Indirect transmission of COVID - 19 virus	H	<p>Please see separate risk assessment</p> <ul style="list-style-type: none"> <li>Staff are, voluntarily, having regular asymptomatic tests either at home or at a testing site.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Latest RA 05/02/2021 (review 31/03/2021)</li> <li>COVID-19 coordinator is J.B.</li> </ul>	M
<b>1.3 Face Coverings</b>					
Direct or Indirect transmission of COVID - 19 virus	H	<ul style="list-style-type: none"> <li>Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.</li> <li>Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses.</li> <li>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings.</li> </ul>	<p>Y</p> <p>Y</p> <p>NA</p>	<ul style="list-style-type: none"> <li>School corridors</li> <li>When using the photocopiers</li> <li>Shields can be worn when listening to pupils read, completing speech and language activities</li> </ul>	M
<b>1.4 PPE</b>					
Direct or Indirect transmission of COVID - 19 virus	H	<ul style="list-style-type: none"> <li>Staff will continue to wear any PPE which they would usually when providing intimate care or when working with children and young people who cough, spit or vomit.</li> <li>PPE as per the guidance <a href="#">here</a> will be worn when a pupil has symptoms of Covid and a 2m distance cannot be maintained or performing aerosol generating procedures (AGPs)</li> </ul>	<p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>Headteacher</li> <li>SLT</li> <li>SENCO</li> </ul>	M
<b>1.5 Supply teachers, peripatetic teachers and temporary staff</b>					

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Direct or Indirect transmission of COVID - 19 virus	H	<ul style="list-style-type: none"> <li>Will ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>Will participate in schools' rapid testing programmes or attend a community testing site.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Headteacher</li> <li>SLT</li> <li>Staff Handbook Appendix</li> <li>Invited to take part</li> </ul>	H
			Y		
<b>1.6 Educational Visits</b>					
Direct or Indirect transmission of COVID - 19 virus	L	<ul style="list-style-type: none"> <li>There continues to be no educational visits</li> </ul>	Y	<ul style="list-style-type: none"> <li>EVC is the Headteacher</li> </ul>	L
<b>1.7 Extra curricular activities and wraparound 8<sup>th</sup> March – 28<sup>th</sup> March</b>					
Direct or Indirect transmission of COVID - 19 virus	L	<ul style="list-style-type: none"> <li>Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to vulnerable children and young people and those children where;                             <ul style="list-style-type: none"> <li>the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> <li>The existing control measures will remain place.</li> </ul>	N		L
			N/A		

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>1.8 Extra curricular activities and wraparound from 29th March</b>					
<b>Direct or Indirect transmission of COVID - 19 virus</b>	H	<ul style="list-style-type: none"> <li>Outdoor extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will be available to all children.</li> </ul>	N	The following to review <ul style="list-style-type: none"> <li>Headteacher</li> <li>SLT</li> <li>Governing Body</li> </ul>	H
		<ul style="list-style-type: none"> <li>Indoor Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to                             <ul style="list-style-type: none"> <li>vulnerable children and young people</li> <li>children on free school meals, where they are attending as part of the Department for Education's holiday activities and food programme (Healthy Holidays)</li> </ul>                             and those children where;                             <ul style="list-style-type: none"> <li>the provision is being offered as part of the school's educational activities (including catch-up provision)</li> <li>the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution</li> <li>the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group</li> </ul> </li> </ul>	N		
		<ul style="list-style-type: none"> <li>The existing control measures will remain in place</li> </ul>	NA		
<b>1.9 Lettings</b>					
<b>Direct or Indirect transmission of COVID - 19 virus</b>	L	<ul style="list-style-type: none"> <li>Where the school is responsible for lettings these will only be to organisations who have;                             <ul style="list-style-type: none"> <li>considered the relevant government guidance for their sector</li> <li>put in place protective measures</li> </ul> </li> </ul>	NA		L
<b>1.10 Fire Safety</b>					

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Direct or Indirect transmission of COVID - 19 virus	H	<ul style="list-style-type: none"> <li>A fire drill will be carried out as normal but in a socially distanced manner.</li> </ul>	Y	<ul style="list-style-type: none"> <li>New fire procedures in place 08/03/2021</li> <li>Fire evacuation completed 18/03/2021</li> </ul>	M
<b>1.11 Music, Dance and Drama</b>					
Direct or Indirect transmission of COVID - 19 virus	M	<ul style="list-style-type: none"> <li>Particular care will be taken in music, dance and drama lessons to observe social distancing where possible.</li> <li>There will be no physical correction by teachers nor contact between pupils in dance and drama.</li> <li>There will be no performances with an audience present.</li> <li>Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained</li> <li>Singing and playing instruments will take place outdoors where this is possible</li> <li>If singing and playing instruments indoors numbers will be limited and as large a space as possible used.</li> <li>Distancing of 2m will be in place</li> <li>Pupils will be positioned side by side or back to back</li> <li>Wind and brass players will be positioned so that the air from their instrument does not blow onto another player</li> <li>The sharing of equipment will be avoided as far as possible.</li> <li>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users</li> </ul>	Y Y Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>Headteacher</li> <li>SLT</li>   <li>No MAPAS sessions</li>   <li>Singing RA completed 01/12/2020</li> </ul>	L
<b>1.12 Sport</b>					



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Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> <li>Outdoor provision will be prioritised, followed by provision in large indoor spaces which are well ventilated.</li> <li>External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities (eg swimming)</li> <li>Only team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government will be played.</li> <li>There will be no inter school competition</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<ul style="list-style-type: none"> <li>No intra sports – to keep the bubbles secure</li> </ul>	
<b>2. Additional site-specific issues and risks</b>					
<ul style="list-style-type: none"> <li>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</li> </ul>					
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**School Leadership Use Only**

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Joanne Barker (Headteacher) Elaine Moore (Chair of Governors) Kath Prince (H&S Governor)	<b>Date of Approval</b>	01/03/2021
<b>Date Provided to Unions</b>	01/03/2021 Anthony Haller (NEU School Rep) Sarah Ward (NASUWT School Rep) Diane Ogg (UNISON Regional Rep)	<b>Date of Review</b>	Click here to enter a date.

