

**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 26th March 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 22nd February 2021 as follows: [Actions for schools during the coronavirus outbreak](#)

Assessment conducted by:	R. Munro	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	01/03/2021	Review interval:	2 weekly	Date of next review:	24/03/2021 at full Governing Board meeting

Related documents

School/Trust/Local Authority documents/ :	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p><u>Guidance for full opening: special schools and other specialist settings</u></p> <p>https://www.gov.uk/guidance/national-lockdown-stay-at-home#clinically-vulnerable-people</p>
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Record of Review

Review Date	Overview of review
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: 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 only if N is put by a bullet point	Residual risk rating (H/M/L)
1. Minimising Transmission					
1.1 General					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis 	Y/N/NA	Main RA reviewed February 2021	L
1.2 Asymptomatic testing of staff					
Direct or Indirect transmission of COVID - 19 virus		Please see separate risk assessment <ul style="list-style-type: none"> Staff are, voluntarily, having regular asymptomatic tests either at home or at a testing site. 	Y/N/NA		L

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1.3 Face Coverings					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt. 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. 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. 	<p>Y/N/NA</p> <p>Y/N/NA</p> <p>Y/N/NA</p>	<p>Face coverings will be worn on corridors and at the beginning and end of the day on the playground</p> <p>Breakfast club staff will wear face coverings if social distancing cannot be maintained</p> <p>Face coverings can be cloth or the disposable masks supplied by school</p> <p>Visors are also available in school</p>	L
1.4 PPE					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> 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. PPE as per the guidance here will be worn when a pupil has symptoms of Covid and a 2m distance cannot be maintained or performing aerosol generating procedures (AGPs) 	<p>Y/N/NA</p> <p>Y/N/NA</p>	<p>First aiders will continue to wear PPE including a mask, apron and gloves when administering first aid.</p> <p>The window to the medical room must be opened and the door kept shut when a child or adult with possible symptoms is in the room.</p>	L
1.5 Supply teachers, peripatetic teachers and temporary staff					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> Will ensure they minimise contact and maintain as much distance as possible from other staff. Will participate in schools' rapid testing programmes or attend a community testing site. 	<p>Y/N/NA</p> <p>Y/N/NA</p>	<p>Wherever possible staff will work within a designated bubble and supply staff will be kept to a minimum</p> <p>Lateral flow tests will be offered to all peripatetic staff</p>	L

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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 only if N is put by a bullet point	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> the provision is being offered as part of the school's educational activities (including catch-up provision) the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution 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 <ul style="list-style-type: none"> The existing control measures will remain in place 	Y/N/NA		
1.9 Lettings					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> Where the school is responsible for lettings these will only be to organisations who have; <ul style="list-style-type: none"> considered the relevant government guidance for their sector put in place protective measures 	Y/N/NA	As yet there are no lettings – this will be reviewed after Easter	L
1.10 Fire Safety					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> A fire drill will be carried out as normal but in a socially distanced manner. 	Y/N/NA	Fire drill will be carried out before week commencing 22 nd March	L
1.11 Music, Dance and Drama					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> Particular care will be taken in music, dance and drama lessons to observe social distancing where possible. There will be no physical correction by teachers nor contact between pupils in dance and drama. There will be no performances with an audience present. Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant 	Y/N/NA Y/N/NA Y/N/NA Y/N/NA		L

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		space, natural airflow and strict social distancing and mitigation can be maintained <ul style="list-style-type: none"> Singing and playing instruments will take place outdoors where this is possible If singing and playing instruments indoors numbers will be limited and as large a space as possible used. Distancing of 2m will be in place Pupils will be positioned side by side or back to back Wind and brass players will be positioned so that the air from their instrument does not blow onto another player The sharing of equipment will be avoided as far as possible. 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 	Y/N/NA Y/N/NA Y/N/NA Y/N/NA Y/N/NA Y/N/NA	Liaison with MAPAS regarding the Steel Pan Provision	
1.12 Sport					
Direct or Indirect transmission of COVID - 19 virus		<ul style="list-style-type: none"> Outdoor provision will be prioritised, followed by provision in large indoor spaces which are well ventilated. External facilities will be used in line with government guidance for the use of, and travel to and from, those facilities (eg swimming) 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. There will be no inter school competition 	Y/N/NA Y/N/NA Y/N/NA Y/N/NA	Swimming begins week commencing 15 th March. Two lessons on Thursday and Friday for 5MWS and 5W (Clarendon leisure centre)	L
2. Additional site-specific issues and risks					
<ul style="list-style-type: none"> Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them 					
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School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	R.Munro	Date of Approval	24/03/2021
Date Provided to Unions	Click here to enter a date.	Date of Review	Click here to enter a date.