



## RISK ASSESSMENT TOOL FOR RE-OPENING SCHOOLS DURING COVID-19

This risk assessment tool accompanies the WS Framework for Re-opening Schools, and provides some key steps which must be factored into the planning of the reopening of schools. It is expected that all steps will be completed prior to schools reopening and will be amended as appropriate in the context of any changes to government and/or Public Health England (PHE) guidance.

**Caveat: This document was produced on 18th May 2020. It is being kept under review as updated guidance is published by the Government.**

**The DfE latest documents and guidance webpage is being updated regularly**

1. Schools where the premises have been closed completely since lockdown on 23 March 2020
2. Schools which have been partially open throughout the lockdown period and
3. Actions to be taken which apply to all schools.
4. Individual staff member needs assessment.
5. Health, Safety and Hygiene
6. Curriculum
7. Wellbeing
8. Safeguarding
9. Finance
10. Governance

**Schools should complete the relevant parts of the risk assessment. For individual staff members a separate tab should be used for each.**

**premises and how they are used by their own staff and pupils. Don't just copy this spreadsheet and put your school name to it as that would not satisfy the law - and would not protect your staff and pupils. Every school is different - you need to think about the hazards and controls that**

### **Useful Government guidance: -**

[Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)  
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)  
[Planning guide for Primary Schools](#)  
[Guidance on the use of PPE](#)  
[Managing school premises during the coronavirus outbreak](#)

The hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include: -

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

**Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system. <http://schools.westsussex.gov.uk/P1007> you will be asked to log in, then you will be taken to the Health and Safety A-Z.**

### **KEY ST NIC'S & ST MARY'S DOCUMENTATION**

This Risk Assessment should be read in conjunction with other relevant documentation e.g.

- 1) Staff Guidance/Handbook including information on Rainbow Classes and Cleaning. Other appendices to be
- 2) Parent Guidance, Updates and Bulletins
- 3) Frequently Asked Questions (FAQs)
- 4) Staff Updates
- 5) Other Risk Assessments as and when required
- 6) Staff Health and Safety noticeboard

3 added as and when required