



Dorset
Council

Whole School Reopening- Risk Assessment, September 2020

Update 15.7.20

Dorset Council – School Risk Assessment Template: Managing emerging from lockdown May 2020

This document is based on the arrangements communicated to schools in the documents below. The definitive advice for schools remains the DFE guidance. Individual school level planning should take account of these, and not go beyond the requirements of these documents.

This document covers:

- Planning and organising
- Communicating your plans
- When open
- Cleaning and hygiene
- Social distancing
- Use of outdoor space
- For shared room
- Shared resources
- Transport

Please read in conjunction with: [CVS Reopening School: Phase One Planning Document](#) and [All Children Returning to School Information](#).

This planning and the below Risk Assessment covers our setting reopening from 1.9.20 for all children in school and Pre-School. following consultation with Mark Blackman both the school and pre-school will be classed one 'bubble'.

This Risk Assessment also covers our school staff run Breakfast and After-School Clubs. These are both run by the same school staff who are in school everyday and in the same rooms as when school runs. Additional detail has been added below.*

This risk assessment has been amended from original plans for reopening for specific year groups only including 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 on a part time basis to work within our remaining staff and space capacity to enable this.

We have colour coded our risk levels - Low, Medium, High Please note where ~~Medium~~ **Low** is marked in Risk Assessment, this is due to monitoring of the risk and action in practise showing the risk to be lower than anticipated.



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Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=17%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

The below is an updated version of our Risk Assessment for opening to Pre-School, Reception and Year 1 from 1st June and for Year also from 22nd June 2020.

School Name:	Specific Actions	Residual risks Low / Medium / High	Lead / Date
Cheselbourne Village School			
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:	<ul style="list-style-type: none"> hot and cold water systems gas safety fire safety kitchen equipment security including access control and intruder alarm systems ventilation 	Low - New water tank fitted - 20.5.20 to ensure adequate hot/water. Taps and hand cleaning facilities all checked. Site security checked inc. front door magnetic lock fixed - 17.5.20. 15.7.20 - as previous all fire checks, emergency alarms etc. also checked and serviced before the end of term.	MS Ongoing- all staff to check.



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		As part of site preparation this will continue up to and after children have returned in line with our usual H&S duty but including paying particular attention to the guidance around COVID-19.	
organise small class groups, as described in the 'class or group sizes' section above	<p>Email with Mark Blackman and Sheila O'Donnell (2.7.20) to confirm school and pre-school as one bubble.</p> <p>We will continue to minimise contact across groups of children and staff throughout the day and reduce groups accessing one area e.g. cloakroom and lunch at one time.</p>	<p>Low - All groups due to return from 1.6.20 are organised in groups no larger than 15. Staff have been assigned a group. Cover for staff has also been considered. Children's use of the site has been considered in planning.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 chn in year to be invited to return for 3 mornings a week. Maximum of 9 chn in Y4.</p> <p>15.7.20 - pre-school to continue to use separate space to help keep individual group numbers smaller.</p>	MS 19.5.20
organise classrooms maintaining space between seats and desks where possible	Specific layout issues / challenges	<p>Low- Use of space provided by our Village Hall will be utilised as a classroom space. (Full H&S checks of this space will be carried out.) Cloakroom area of school to be reorganised to make it safer to use.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 to use remaining</p>	All staff 19/20.5.20



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		<p>classroom space. use of exam desks to enable adequate spacing for work stations.</p> <p>15.7.20 - tables organised so they are forward facing in KS2 classroom. KS1 and Reception Classroom. Chn will be on grouped tables in the morning to suit EYFS phase but move to forward facing for Y1/2 in the afternoon.</p>	
decide which lessons or activities will be delivered	Restricted access to practical activities given the need for cleanliness	<p>Low - See curriculum planning section of our plan.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 to undertake end of year and transition activities.</p> <p>15.7.20 - to resume normal learning programme but limit contact/large group activities. PE will have separate Risk Assessment and after-school PE will not resume until later in the Autumn Term.</p>	Teachers and Pre-School Lead 31.5.20
consider which lessons or classroom activities could take place outdoors	Remembering that outdoor equipment will be difficult to clean and should be avoided. This includes seated/table areas.	<p>Low- No outdoor seating/tables will be in use.</p> <p>Access to climbing/trim trail will be stopped- UPDATE- 22.6.20 children in Rec/Y1 bubbles have access to outdoor trim trail. They are the only bubble using this and it is cleaned after use.</p>	Teachers and Pre-School Lead 31.5.20



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		<p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Designated playground space and entry/exit points for new children.</p> <p>15.7.20 - while the weather allows consider outdoor learning opportunities but balanced with curriculum to ensure 'catch up' coverage.</p>	
<p>use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</p>	<p>Try to preserve a clean area should a classroom be needed as a decamp space following an outbreak of C19</p>	<p>Medium Low Portacabin (The Pod) is to be kept 'clean' and unused during Phase One to allow for an additional space for children in the event of an outbreak. Risk is medium given the small size of this space. We are not using it in the first phase of organising our groups across the school site however, it may be required in the case of an emergency.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Pod area will be for Y4 chn using desks/seating as above. Gazebo is to be kept as the additional space if needed. Library also remains out of use as a breakout space if needed. Low number of chn using the Pod space.</p> <p>15.7.20 - timetabling reflects whole school bubble but with reduced whole group contact time and limited movement around the school.</p>	<p>Teachers and Pre-School Lead 31.5.20</p>



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<p>stagger assembly groups</p>	<p>Avoid bringing groups of children into contact with other groups of children</p>	<p>Low -All groups of children will be kept in separate parts of the school site, any assembly held in group led by group teacher/TA. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Assemblies will take place only in small groups in designated space. 15.7.20 - as above and assemblies taking place in classrooms.</p>	<p>Ongoing- all staff to check</p>
<p>stagger break times (including lunch), so that all children are not moving around the school at the same time</p>	<p>Discuss with catering providers how this may be achieved. Consider staff breaks Consider allocation of different spaces to groups</p>	<p>Low Lunch will be delivered in the different spaces. Pre-School in the VHall and Rec/Y1 in the school. Medium Low Midday staff will cover lunch and be assigned to one group to enable this and give staff a break. Limited number of staff, would mean first aid would need to be delivered by group teacher/TA or HT. Guidance will be provided to parents in the 'Parents: Returning Children to School Guide' about ensuring enhanced hygiene standards are maintained when preparing and sending in lunchboxes from home. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 will only have packed lunch following guidance as above and eat in designated outside/covered area. Children finish at 1pm and are supervised by the same</p>	<p>Ongoing- all staff to check</p>



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		<p>staff throughout. HT (not in a bubble) on standby if needed.</p> <p>15.7.20 - split lunches to alleviate number of children together.</p>	
stagger drop-off and collection times	<p>Consider how to arrange drop off and collection to best socially distance groups and parents. Remember transport implications for those travelling</p>	<p>Medium - Low-Drop off/Pick up times will happen 15 minutes apart and take place at different areas across the site to avoid parents congregating in the same space. Details of this will be outlined in our 'Parents: Returning Children to School Guide' and will be monitored by HT however, we can only advise and encourage that social distancing measures are followed outside the school site.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 drop off 15 minutes after Rec/Y1/Key Worker bubble.</p> <p>15.7.20 - drop off times as above and queuing system still in place.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>
for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students		<p>Risk- N/A</p> <p>Remote education will continue for children not in school overseen by member of staff not teaching a group in Phase One.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Part-time nature is due to staff part time contract and also to continue</p>	n/a



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		<p>to support School at Home learning for Y2 and 3.</p> <p>15.7.20 - move to G.Suite for education and planning prepares for weekly School at Home plans to resume if any family need to isolate.</p>	
<p>plan parents' drop-off and pick-up protocols that minimise adult to adult contact</p>	<p>Parents outside gates, not on the premises. Wide areas set aside. Possible use of playing fields</p>	<p>Medium- Drop off/Pick up times will happen 15 minutes apart and take place at different areas across the site to avoid parents congregating in the same space. Details of this will be outlined in our 'Parents: Returning Children to School Guide' and will be monitored by HT however, we can only advise and encourage that social distancing measures are followed outside the school site.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 as above</p> <p>15.7.20 - as previous for ALL parents.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>
<p>consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	<p>Use of space and corridor usage</p>	<p>Low - Phase One will not have children mixing across the site.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 dedicated classroom, lunch, playground and toilet space. Chn not to mix. The only crossover will be the access to the toilet area. Space is kept well-ventilated and use is staggered. Floor markings will also zone off areas for children to be.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>



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		15.7.20 - as outlined above.	
consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Reduce the volume of equipment in use Plan 72 hours between equipment swaps Do not rota equipment or spaces	Medium- Play-based equipment for EYFS children will be shared out between groups and not shared between them (Pre-School and Reception/Y1). Toys will be cleaned after each session use. EYFS children will be encouraged to follow hygiene protocols to keep playing with toys as hygienic as possible. However given the age and levels of understanding with this age group we cannot guarantee this. 15.7.20 - The use of outdoor equipment/apparatus/play equipment/trim trail will happen on a rota to reduce the number of children using the same area or equipment at one time. All equipment will continue to be regularly cleaned.	MS 19.5.20
remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Storage on semi permanent basis for some items may be appropriate	Low - Any unnecessary items will be removed. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 area to only have desks for children and essential teacher items. 15.7.20 - as previous for ALL children.	All staff 19.5.20
remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Minimise the use of soft areas, such as reading corners or shared spaces.	Medium- All soft furnishing will be removed, apart from some soft things for children to lie on if they require a rest. We have 2 year olds in our setting and may need this provision. If children use this we will try to ensure soft	As above



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		<p>furnishings include easily wiped surfaces such as PE mats and any blanket coverings used are NOT shared and are washed in a washing machine between use.</p> <p>We are aware that some young children may also require a comfort toy/blanket upon their return. We will encourage children to keep these with their belongings and if they are needed to be held during the time they are in the setting, we will try to make sure they are not shared/touched by other children and insist upon handwashing should this happen. Again, being young children we cannot guarantee a low level of risk from this.</p> <p>15.7.20 - continued.</p>	
<p>consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)</p>	<p>Discuss needs for transport with parents.</p>	<p>Medium- Parents have been advised in guidance that has gone out to adhere to social distancing measures outside of school, not to share lifts and only have one parent drop off/pick up. Risk is medium as this will be advised by HT but cannot be enforced. If parents adhere to the measures put in place for drop off/pick up as in the plan, the risk could be Low.</p> <p>UPDATE - following guidance from Dorset Travel.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>



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		https://extranet.dft.gov.uk/safer-transport-campaign/schools/	
Vulnerable staff and students	Ensure a complete list of medical vulnerable staff and students is available Plan around the vulnerabilities so as to minimise risk to individuals Specific actions in respect of specific staff	Medium- We have no children or staff at high risk categories but a number of children and staff with asthma.	MS 19.5.20
institutions offering residential provision will also need to consider the maximum number of children or young people they can safely accommodate in residences	n/a	n/a	n/a
School uniform	Consider whether it is essential for children to wear uniform, daily clean clothes minimises infection risk.	Low - Details about this and the rationale for it will be outlined in our 'Parents: Returning Children to School Guide' which will include ensuring parents send children in a change of clothes each day. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4 15.7.20 - uniform to be worn as advised by the government in https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=17%20July%202020%20C19&utm	MS 19.5.20



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		medium=Daily%20Email%20C19&utm_campaign=DfE%20C19	
*Breakfast and After School Club	<p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=25%20August%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>Written following advice in the above DfE Guidance document.</p>	<p>Low: BC and ASC run by school staff following guidance for running school - the same expectations will apply. Only children from pre-school and school will attend, all of whom are counted in the same 'bubble'. Children will be collected from outside the school so no parents enter the school building.</p> <p>Children will play outside as much as possible whilst attending the club and the same hygiene protocols already employed in school for meals and snacks will be adhered to during wrap around care sessions.</p> <p>Club size will be limited to 15 children.</p>	MS 28.9.20 - shared in INSET 2.9.20
Communicating your plans			
tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for	<p>Clear notices for parents</p> <p>Electronic communication</p> <p>Reminders on a regular basis</p>	<p>Medium- Parents will have details about this and the rationale for it will be outlined in our 'Parents: Returning Children to School Guide'. Guidance on this will be present in posters/signage around the school site.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>



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<p><u>households with possible coronavirus infection)</u></p>		<p>15.7.20 - protocol of no visitors on the school site or meeting only by prior appointment to be continued.</p>	
<p>tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</p>	<p>Be clear with parents around other siblings who are not currently attending.</p>	<p>Low - Parents will have details about this and the rationale for it will be outlined in our 'Parents: Returning Children to School Guide'. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4 15.7.20 - as previous</p>	<p>MS details sent out 22.5.20 MS to monitor from 1.6.20</p>
<p>tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</p>	<p>Communicate this in multiple ways to avoid parents missing the message</p>	<p>Medium- Drop off/Pick up times will happen 15 minutes apart and take place at different areas across the site to avoid parents congregating in the same space. Details of this will be outlined in our 'Parents: Returning Children to School Guide' and will be monitored by HT however, we can only advise and encourage that social distancing measures are followed outside the school site. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4 15.7.20 - as previous</p>	<p>MS details sent out 22.5.20 MS to monitor from 1.6.20</p>
<p>make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged</p>	<p>Specified areas for parental waiting Clear guidance on how to contact staff about issues</p>	<p>Medium- Details of this will be outlined in our 'Parents: Returning Children to School Guide' and will be monitored by HT however, we can only advise and encourage that social</p>	<p>MS details sent out 22.5.20</p>



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appointment, which should be conducted safely)		<p>distancing measures are followed outside the school site.</p> <p>We will conduct as many meetings or passing on of messages via phone calls, email and social media streams will help send messages out.</p> <p>If a meeting is required we will follow social distancing measures to conduct.</p> <p>15.7.20 - as previous</p>	MS to monitor from 1.6.20
also think about engaging parents and children in education resources such as e-bug and PHE schools resources	Encourage parents to reinforce messages at home	Risk - N/A	EC to oversee from 1.6.20
ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Guidance will shortly be published on safe travel	Work with travel providers to ensure compliance while travelling	<p>Medium- Parents have been advised in guidance that has gone out to adhere to social distancing measures outside of school, not to share lifts and only have one parent drop off/pick up. Risk is medium as this will be advised by HT but cannot be enforced. If parents adhere to the measures put in place for drop off/pick up as in the plan, the risk could be Low.</p> <p>UPDATE - following guidance from Dorset Travel.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>
talk to staff about the plans (for example, safety	Involve staff at all levels in the development of working practice.	Low - <i>Low number of staff due to small school.</i>	MS 19.5.20



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<p>measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p>		<p>Initial meeting held virtually on 11.5.20 Planning meeting held on 19.5.20 for all staff. Guidance re. working in school and adhering to new ways of working sent out to all staff prior to meeting on 18.5.20. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 EFGB- Wed 17th June, Staff meeting 19th June to plan detail for Y4 return. 15.7.20 - planned with staff on 10.6.20. Also time on INSET 1/2.9.20 to confirm.</p>	<p>second meeting to confirm final arrangements 29.5.20</p>
<p>communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p>	<p>Specialist contractors will be busy and statutory inspections are necessary for some items. Particular vigilance around water contamination.</p>	<p>Low - All work required on site e.g. water hygiene check (14.5.20) to happen (where possible) prior to school reopening. 15.7.20 - as previous all fire checks, emergency alarms etc. also checked and serviced before the end of term.</p>	<p>SW from 18.5.20</p>
<p>discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</p>	<p>Covid 19 funds may be deployed to this. Reference https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Low - Time has been allocated for additional cleaning throughout the day and at the end of the week and additional equipment for this has been bought. List of touch points and cleaning requirements will be displayed in each space requiring additional cleaning. <i>MS contacted Glenn Cleaning 18.5.20 to discuss, awaiting to hear back. Cleaner (who works for the company) has been in touch</i></p>	<p>MS/ SW 19.5.20</p>



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		<p>and is carrying out a deep clean of the school prior to starting back. SW tried wc. 25.5.20 - no response MS tried 2.6.20 Discussed with Glen Cleaning.4-5.6.20</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 cleaning company informed of change of use of space from 30.6.20 and requirements for resuming cleaning in this space. 15.7.20 - deep clean to take place in the Summer Holiday and current cleaning protocol to continue in September.</p>	
When Open			
Keep cohorts together where possible	Clear guidance for adults and staff on local procedures to prevent mistakes	<p>As above in 'Planning and Organising' Section</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 also as above. 15.7.20 - as previous</p>	As above
ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	Clear rotas for staff and children Establish clear cohort arrangements with backup staff where necessary who do not come into contact with other children.	<p>As above in 'Planning and Organising' Section.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 also as above. 15.7.20 - as previous</p>	As above



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<p>ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary and college settings there will be some subject specialist rotation of staff</p>	<p>Effective rotas for staff with contingency plans</p>	<p>Low - In Phase One - supply if required to be provided by EC as not designated to teaching group during Phase One.</p> <p>HT not assigned to a specific group to allow them to be 'on call' for any group if needed and/or cover the office when the secretary is not in school front office is never left unattended.</p> <p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 any supply to be provided by HT.</p> <p>15.7.20 - supply teachers to be engaged if required and to follow staff safety protocol if employed for supply work.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>
<p>ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</p>	<p>Consider desk allocation and specific resources for each child. Minimise "collection" activities where children bunch together. Working trays on desks / ziplock bags of equipment</p>	<p>As above in 'Planning and Organising' Section.</p> <p>Low - Where children access more formal learning Y1 and above, classrooms to be organised with a desk per child with their own resources in their own try. Clear guidance will be given to children on working in this new way.</p> <p>Cleaning details as above. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above.</p>	<p>MS details sent out 22.5.20</p> <p>MS to monitor from 1.6.20</p>



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		15.7.20 - as previous	
For cleaning and hygiene: follow the COVID-19: cleaning of non-healthcare settings guidance	Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.	Cleaning details as above.	As above
ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Guidance on provision of soap and procurement is available in the linked documents. Hand sanitiser should be alcohol based where this is used, bacterial hand soap does not affect C19.	Medium - each group assigned hand washing area with access to paper towels or hand dryer for drying hands. Hand Sanitiser will be available for all used rooms. Medium is due to unknown of how this will work in practise throughout the day. This will be kept under review when children/staff return in the hope, that following new procedures closely it may become Low . 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 Y4 area has hand gel and cleaning facilities in room. 15.7.20 - as previous	All staff 19.5.20 MS check 31.5.20
clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	Consider how cleaning staff can be deployed to minimise cross contamination of areas. Cleaning of resources	Medium - Staff will compile a list of 'touch points' for all areas of the school and work towards ensuring these surfaces will be regularly cleaned by staff throughout the day. Medium is due to unknown of how this will work in practise throughout the day. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low .	Deep Clean week 25-29.5.20 Ongoing- all staff to check cleaning rota



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		22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also same for Y4 space. 15.7.20 - as previous	
Hygiene: ensure that all adults and children...			
frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	Set up daily routines	Medium - children will be taught effective hand washing in the first instance, upon their return to school and each group will have an assigned hand washing area with access to paper towels or hand dryer for drying hands. Hand Sanitiser will be available for all used rooms. Medium is due to unknown of how this will work in practise throughout the day. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low . 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4 15.7.20 - as previous	Ongoing- all staff to check
clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Plan for how to manage this in the day Use of tissues and their disposal	Medium - Details of this will be outlined in our 'Parents: Returning Children to School Guide' in preparation for children being back and will be followed as stated in section above. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low .	Ongoing- all staff to check



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		<p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4. 15.7.20 - as previous</p>	
are encouraged not to touch their mouth, eyes and nose	Develop routines with children and staff	<p>Low/Medium - As above. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous</p>	Ongoing- all staff to check
use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')		<p>Medium - As above in teaching children about this. All rooms to use lidded bins with bin bag in for collecting of used tissues and potentially contaminated rubbish. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous</p>	Ongoing- all staff to check
ensure that help is available for children and young people who have trouble cleaning their hands independently	Provide advice to staff on modelling behaviours encourage young children to learn and practise these habits through games, songs and repetition	<p>Medium - As above. It will be harder with our youngest children to ensure good hand washing without some physical adult input. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low.</p>	Ongoing- all staff to check



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<p>For those children in the youngest age groups who may have toileting issues, consider safe approaches</p>	<p>Availability of gloves and hand washing regimes. Availability of appropriate toilet cleaning materials Consideration of disposal and or storage of soiled clothes</p>	<p>Medium - As above. Gloves, aprons and face masks will be available for all staff if required. Toilet cleaning (along with sanitising spray and cloths) materials will be available in all toilets. We will continue to follow our Intimate Care policy in dealing with younger children who require assistance with this. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low.</p>	<p>Ongoing- all staff to check</p>
<p>ensure that bins for tissues are emptied throughout the day</p>	<p>Consider disposal routes, double bag and leave for 72 hours</p>	<p>Medium - All bins will have bagged and be emptied throughout the day as required, ensuring gloves are worn to reduce contamination. Strict hand washing will also follow any handling of waste. This will be kept under review when children/staff return, in the hope that following new procedures closely it may become Low. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same arrangements for area used by Y4. 15.7.20 - as previous</p>	<p>Ongoing- all staff to check</p>



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where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Remember to minimise the risk of falls from height, window restrictors should not be removed.	Low - where possible windows will be kept open. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4. 15.7.20 - as previous	Ongoing- all staff to check All windows checked 19.5.20
prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Safe ventilation Do not increase fire risks Consider carefully evacuation routes may need to change	Low - doors propped open where safe to allow this. Medium - fire doors cannot be held open and safeguarding from the office, doors still need to be kept shut. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4 15.7.20 - as previous	As above
get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed		Risk - N/A Products through usual suppliers.	n/a
Discuss with staff that there is no need for anything other than normal personal hygiene and washing of clothes following a day in an	Advise staff, relax expectations around work wear.	Low - adopt dress code that retains professional look but allows for staff to wear different clothes each day. Provide staff on advice about daily washing of clothes in case of contamination.	Staff meeting 19 and 29.5.20



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educational or childcare setting			
Consider measures to support staff mental health and well being	Additional resources are available through Dorset Healthcare – see link. (https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice)	Medium - this is a very challenging and for many, an anxious time. This factor must be remembered and considered throughout all elements of our working practice. MS to maintain open door approach for staff being able to raise/ discuss any issues or concerns from staff and seek guidance where required. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 EFGB-17.6.20 considered for expanding opening for Y4. 15.7.20 - as previous including wellbeing input following LivewellDorset 5 Steps to Wellbeing for all staff planned as part of the INSET	Ongoing- all staff to check
Social distancing	Medium/High - We will adopt new behaviour expectations to encourage and reinforce social distancing amongst children (and staff) as outlined in Annex A: Behaviour Principles, in the 'Planning Guide for Primary Schools' (Gov.UK, published 14 May 2020). However, as acknowledged on page 6 of 'Coronavirus (COVID-19): implementing protective measures in education and childcare settings' (Gov.UK, updated 12 May 2020) given the age and nature of the children returning to school, it will not be possible for us to say that we can enforce this. For our younger children it is likely that we will need to physically support children if they are upset, injured, ill or require care, such as intimate care/changing, first aid or support with eating. We also cannot say children will be socially distanced from each other within the group even though we will encourage and stipulate this as a rule as part of our updated Behaviour Policy.		
accessing rooms directly from outside where possible	Consider safe access routes and do not compromise site safety	Low - minimise access through multiple doors etc. where appropriate	Ongoing- all staff to check



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		<p>22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 to use the currently unused access point. 15.7.20 - as previous</p>	
<p>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p>	<p>Plan sensible route around the building, use outside to help develop these where possible.</p>	<p>Low- small number of children and staff on site and no corridors. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 to use the currently unused access point. 15.7.20 - as previous</p>	<p>Set up 19.5.20 and Ongoing- all staff to check MS to monitor</p>
<p>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p>	<p>Plan clearly for below half capacity in circulation and communal spaces. Consider removing some areas from use to allow decamp space.</p>	<p>As above in 'Planning and Organising' Section. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous</p>	<p>Set up 19.5.20 and Ongoing- all staff to check MS to monitor</p>
<p>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and</p>	<p>Plan meal sittings / provision with meals providers and parents. Possible delivery of food to classrooms</p>	<p>As above in: 'Planning and Organising' 'Hygiene: ensure that all adults and children...' sections. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous</p>	<p>Set up 19.5.20 and Ongoing- all staff to check MS to monitor</p>



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tables should be cleaned between each group.			
ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Consider the cleaning of toilets more regularly Consider access arrangements for toilets Maintain adult and children as separate toilet facilities	As above in: 'Planning and Organising' 'Hygiene: ensure that all adults and children...' sections 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous	Set up 19.5.20 and Ongoing- all staff to check MS to monitor
Specific measures for some children and young people who will need additional support to follow these measures	Specific approaches for specific individuals Intimate care planning and PPE	As above in: 'Planning and Organising' 'Hygiene: ensure that all adults and children...' sections 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous	Set up 19.5.20 and Ongoing- all staff to check MS to monitor
Use outside space for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Plan outdoor time in the curriculum for children	Low- during Phase One adopting a curriculum that heavily involves being outside (following the same social distancing and hygiene protocols as indoors) will be adopted. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 as above for Y4 also. 15.7.20 - as previous	Set up 19.5.20 and Ongoing- all staff to check MS to monitor



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<p>although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<p>Consider defined areas for specific groups Avoid equipment areas / outdoor play equipment</p>	<p>As above in: 'Planning and Organising' 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous</p>	<p>Set up 19.5.20 and Ongoing- all staff to check MS to monitor</p>
<p>For shared rooms:</p>			
<p>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Consider carefully the rota arrangements for children in the school day.</p>	<p>As above in: 'Planning and Organising' 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. Low- during Phase One groups across the school will not mix and have their own space across the school site. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 Y4 own playground area. <i>No sharing of resources between bubbles.</i> 15.7.20 - as previous</p>	<p>Set up 19.5.20 and Ongoing- all staff to check MS to monitor</p>



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<p>stagger the use of staff rooms and offices to limit occupancy</p>	<p>Discuss use of staff facilities with staff Consider use of delivery mechanisms to classes</p>	<p>Low/Medium - small site with limited space in staff room and admin area. To be considered during Staff Meeting on 19.5.20. Outcome- only one person in the staff room or kitchen at any time. Designated outdoor areas made available for staff during breaks that will not be used by children.</p>	<p>MS to oversee from 1.6.20</p>
<p>Reduce the use of shared resources:</p>			
<p>Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p>	<p>Revise marking arrangements so staff do not take work home Manage workload with staff to ensure staff have downtime outside of the school day</p>	<p>Low - encourage self marking where possible. Collect books in and leave for a minimum of 24 hours before interacting with them for marking etc. and repeat before handing back out. Reading Books - as reading is going to be a key area to start working on we will explore the best way to encourage reading at home and in school. All borrowed books to be returned to the library (no children to access the library area) and cleaned/stored for a week before being put back on shelves. Also explore ways of sending reading books/reading resources going home electronically. 15.7.20 - Books home to resume following the above rotation system</p>	<p>Planned - 19.5.20 and ongoing, all staff to check. MS to monitor and review on 5.6.20</p>
<p>Seek to prevent the sharing of stationery and other equipment where possible.</p>	<p>Purchase more resources where necessary to support classes.</p>	<p>As above in: 'Planning and Organising' 'When Open' sections.</p>	<p>Planned 19.5.20- all staff</p>



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	Shared materials and surfaces should be cleaned and disinfected more frequently	22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous	
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	Plan for specific activities with sufficient time for cleaning of resources Allow 72 hours between re use windows	As above in: 'Planning and Organising' 'When Open' sections. 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 also as above. 15.7.20 - as previous	As above
Adjust transport arrangements where necessary including:			
encouraging parents and children and young people to walk or cycle to their education setting where possible	In a rural setting this may not be possible. Encourage parents to use their own vehicle and not lift share with other families in different groups	Low - rural setting most parents drive or children use the school bus, possibly Medium 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4. Medium- Parents have been advised in guidance that has gone out to adhere to social distancing measures outside of school, not to share lifts and only have one parent drop off/pick up. Risk is medium as this will be advised by HT but cannot be enforced. If parents adhere to the measures put in place for drop off/pick up as in the plan, the risk could be Low . 22.6.20 - Update for wider opening to Y4 from wc. 29.6.20 9 same for Y4.	MS details sent out 22.5.20 MS to monitor from 1.6.20



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		15.7.20 - as previous	
schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required	Work with transport providers on this – guidance to follow	UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20 MS to monitor from 1.6.20
ensuring that transport arrangements cater for any changes to start and finish times	Where required this will involve liaison with the county transport team. Multiple journeys in rural locations may not be available	UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20 MS to monitor from 1.6.20
make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Dorset travel will ensure that transport providers are aware of this requirement.	UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20 MS to monitor from 1.6.20
make sure transport providers, as far as possible, follow hygiene rules and try	Dorset travel will ensure that transport providers are aware of this requirement.	UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20



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to keep distance from their passengers			MS to monitor from 1.6.20
taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts	Transport arrangement for those with particular needs can be discussed with the Dorset travel team.	UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20 MS to monitor from 1.6.20
communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		UPDATE - following guidance from Dorset Travel.	MS details sent out 22.5.20 MS to monitor from 1.6.20

Additional factors that are important on a local level may be added to this template: *see top of document.*