

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

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 13<sup>th</sup> August 2020 as follows:

[Northern Ireland Re-opening School Guidance - New School Day](#)

[Guidance to support safe working in educational settings](#)

<https://www.health-ni.gov.uk/coronavirus>

Assessment conducted by:	Helena McCabe	Job title:	Principal	Covered by this assessment:	Staff, pupils, contractors, visitors
Date of assessment:	20 <sup>th</sup> August, 2020	Review interval:	School to evaluate at two week intervals	Date of next review:	3 <sup>rd</sup> September 2020

### Related documents

Links to links relevant to Risk Assessment:	<b>Government guidance:</b> <a href="#">Northern Ireland Re-opening School Guidance - New School Day</a> <a href="#">Guidance to support safe working in educational settings -</a> <a href="https://www.health-ni.gov.uk/coronavirus">https://www.health-ni.gov.uk/coronavirus</a>
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Kilkeel Primary School 130 Harbour Road, Kilkeel BT34 4AT

028 417 623 51

[hmccabe555@c2kni.net](mailto:hmccabe555@c2kni.net)



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of school opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group if necessary</li> <li>Arrangements in place to support pupils when not at school with remote learning at home if necessary.</li> </ul>	N – only if necessary	<ul style="list-style-type: none"> <li>School will be kept clean and classes put into allocated areas of the school this allows us to ensure social bubbles and work with social distancing guidelines as and when government guidelines are updated to reflect the latest research and statistics if requirements change.</li> </ul>	M
<b>1.2 Organisation of teaching spaces with an increase in social distancing requirements</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>Class sizes and staffing levels amended allowing for reduced numbers in line with government guidance if necessary</li> <li>Classrooms re-modelled and relocated, with chairs and desks in place to allow for social distancing.</li> <li>Spare furniture removed and one chair/workstation allocated to each pupil so there can be no movement of children.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>Cass bubbles stay together with their teacher and do not mix with other pupils, as far as possible during teaching time.</li> </ul>	Y	<ul style="list-style-type: none"> <li>if social distancing introduced for pupils – plan will need to be revised.</li> </ul>	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Use assembly hall as classroom.</li> <li>Pupil in mobile classrooms to eat packed lunch in mobiles</li> <li></li> </ul>	Y	<ul style="list-style-type: none"> <li>More supervisors needed to cover 3 mobile classrooms.</li> </ul>	M
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> </ul>	N – if needed	<ul style="list-style-type: none"> <li>Principal will be informed of changing staff circumstances</li> </ul>	M

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<b>lower than that required to teach classes in school and operate effective home learning</b>		<ul style="list-style-type: none"> <li>• Full use will be made of those staff who are self-isolating or shielding but who are well enough to teach lessons online or work from home on planning.</li> <li>• Flexible and responsive use of teaching assistants to supervise classes.</li> <li>• Full use is made of testing to inform staff deployment if possible.</li> <li>• A blended model of home learning and attendance at school is utilised in the event that staffing levels cannot be maintained at a safe level.</li> <li>• Sub teachers are engaged to cover staff shortages if safe and if necessary, these staff will be sourced from NISTR</li> </ul>			
<b>1.4 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Start and departure times are staggered.</li> <li>• The number of entrances and exits to be used is maximised, as far as possible.</li> <li>• External entrances/exits are used for different groups.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Parents encouraged to drop pupils off and walk, if age appropriate.</li> <li>• Markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staggered arrival and home times – to be kept under review.</li> <li>• Multiple entry/exit points used.</li> </ul>	M
<b>1.5 Planning movement around the school</b>					
<b>Movement around the</b>		<ul style="list-style-type: none"> <li>• Movement plans have been reviewed and revised.</li> <li>• Children will have different drop off and pick up times and use designated entrances and exits.</li> <li>• Appropriate signage is in place to clarify entrance and exit</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No changing of classrooms for pupils, as far as possible.</li> <li>• Reminder re social</li> </ul>	L

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<b>school risks breaching social distancing guidelines</b>	M	<ul style="list-style-type: none"> <li>routes.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>		distancing at the beginning of each session.	
<b>1.6 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Appropriate standardised testing will be carried out – more details to follow.</li> <li>Home and remote learning will continue if/when necessary (ie. If a change in government social distancing requirements) complement in-school learning and address gaps identified.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>We will be preparing children for the forthcoming year and consolidating their knowledge.</li> </ul>	L
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Where possible staff will have facilities within their bubble to use to take breaks.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Water has been flushed through taps each room.</li> <li>Staff will be reminded of social distancing and staying in their bubble.</li> </ul>	M
<b>1.8 Managing the school lifecycle</b>					
<b>Limited progress with the school's summer term calendar and work plan because of COVID-19 measures/closure</b>	H	<ul style="list-style-type: none"> <li>Staff recruitment for September 2020/2021 to be considered in term one as and when Recruitment procedures can proceed, this will be guided by employing authority.</li> <li>Teachers are planning/preparing for new intake</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff have been in school and remained socially distant.</li> <li>Staff are preparing for their new class for 2020/2021</li> </ul>	M
<b>Pupils moving on to the next phase in their education do not feel</b>	M	<ul style="list-style-type: none"> <li>An outdoor and virtual leavers assembly was held for the Primary 7 children leaving in June 2020.</li> <li>There is regular and effective liaison with the destination institutions to assist with pupils' transition.</li> </ul>	Y	<ul style="list-style-type: none"> <li>P1 pupils' parents will receive numerous types of communication</li> <li>Induction/data collection</li> </ul>	L

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prepared for the transition		<ul style="list-style-type: none"> <li>Regular communications with the parents of incoming pupils are in place, including telephone calls, emails and eventually face to face contact.</li> <li>Virtual tours of the school will be available for all parents and pupils.</li> <li>Primary 1-6 children will do short induction sessions in the week beginning 24<sup>th</sup> August.</li> </ul>		information will be gathered as soon as possible.	
<b>1.9 Governance and policy</b>					
BOG Members are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> <li>BOG members receive regular communication when it is available/possible.</li> <li>BOG are involved in and aware of key decisions on reopening.</li> <li>A Covid 19 Reopening sub-committee will be established to monitor the school's progress when the school is open.</li> <li>BOG are briefed regularly on the latest government guidance</li> <li>Communication with governors will be improved via regular email contact</li> </ul>	Partial	<ul style="list-style-type: none"> <li>Set up TEAMS for BOG business.</li> </ul>	L
<b>1.10 Policy review</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies need to be updated in the current circumstances	H	<ul style="list-style-type: none"> <li>All relevant policies will be revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and BOG members have been briefed accordingly.</li> </ul>	N	<ul style="list-style-type: none"> <li>Safeguarding and Health and Safety Policies have been updated with COVID 19 ammendments in place. Principal points of contact for concerns.</li> <li>All other relevant policies will be reviewed and amended before September 1<sup>st</sup> 2020</li> <li>Evacuation procedures are revised to include entry and exit points and other changes to routine. Drills will take place when children return to school.</li> </ul>	L
<b>1.11 Communications</b>					
Key stakeholders are not fully informed about changes to policies and	M	<ul style="list-style-type: none"> <li>Communications with the following groups taking/taken place:                             <ul style="list-style-type: none"> <li>✓ Staff</li> <li>✓ Pupils</li> </ul> </li> </ul>	N	<ul style="list-style-type: none"> <li>Advice is communicated to all stakeholders via a range of tools.</li> </ul>	L

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procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> <li>✓ Parents</li> <li>✓ BOG members</li> <li>✓ Professional partners/external agencies</li> <li>✓ Other partners</li> </ul>			
<b>1.12 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>• Revised guidance briefed to all staff prior to reopening and includes:                             <ol style="list-style-type: none"> <li>a. Infection control</li> <li>b. Fire safety and evacuation procedures</li> <li>c. Constructive behaviour management</li> <li>d. Safeguarding</li> <li>e. Risk management</li> </ol> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff will be briefed of all updated policies and procedures on their return to school.</li> <li>• Behaviour expectations will be communicated to children on first day.</li> </ul>	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> <li>• Induction programmes will be in place for all new staff – in-school – prior to them starting.</li> <li>• Briefing Meeting with Principal on morning of first attendance</li> </ul>	N	<ul style="list-style-type: none"> <li>• New staff will be part of induction training for all staff before re-opening.</li> <li>• Casual staff will meet with Secretary and/or Principal on the morning of their arrival.</li> </ul>	M
<b>1.13 Risk assessments</b>					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:                             <ol style="list-style-type: none"> <li>a. Different areas of the school</li> <li>b. When pupils enter and leave school</li> <li>c. During movement around school</li> <li>d. During break and lunch times</li> <li>e. Delivering aspects of the curriculum, especially for practical lessons and where shared equipment is used</li> </ol> </li> </ul>	N	<ul style="list-style-type: none"> <li>• Our reopening rationale has taken into account risks of leaving and entering the building, wipe down of equipment and different classrooms used. Cleaning staff will do this.</li> </ul>	L
<b>1.14 School transport</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b>	H	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Majority of children walk or are driven to school.</li> <li>Children not to bring their bikes or scooters.</li> </ul>	M
<b>1.15 Attendance</b>					
<b>Parental and/or pupil anxiety leads to a drop in children's attendance.</b>	H	<ul style="list-style-type: none"> <li>Communication with parents is clear, regular, honest and reassuring.</li> <li>A video walk-through of the school may be included in such communication.</li> <li>Pupils will design safety signage for around the school.</li> </ul>	Partial	<ul style="list-style-type: none"> <li>A survey has shown that the vast majority of parents will prefer a full return to school as opposed to a partial return.</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with caretaker/cleaners prior to opening following guidance from EA.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for staff are changed and if necessary, increased</li> </ul>	Y	<ul style="list-style-type: none"> <li>EA guidance followed.</li> </ul>	M
<ul style="list-style-type: none"> <li><b>2.2 Hygiene and handwashing</b></li> </ul>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>We have ordered extra supplies of anti-bacterial wipes/sprays disposable paper towels hand soap and hand sanitizers</li> <li>Caretaker to monitor as regular intervals throughout the day</li> <li>All classes have their own set of basic cleaning products.</li> </ul>	M



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<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters in each class that reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Expectations will be set out on the return to school.</li> <li>Posters will be placed around the buildings and children will be reminded throughout each day.</li> </ul>	M
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	Y	<ul style="list-style-type: none"> <li>At present there is no change to school uniform requirements.</li> <li>Visors are available for all members of staff.</li> </ul>	M
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use and regularly sanitised.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Soft toys being removed/rugs any soft furnishings, as far as possible.</li> </ul>	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	M	<ul style="list-style-type: none"> <li>Guidance on getting tested will be explained to staff as part of the induction process.</li> <li>Post-testing support will be sought for staff, if required.</li> </ul>	N	<ul style="list-style-type: none"> <li>To adhere to government guidelines, if anyone in the bubble becomes unwell then the whole bubble leaves school until the results of the testing have been confirmed. The Local Health Trust will be informed and the school will take guidance from them as to where staff will go for testing.</li> <li>We will take guidance</li> </ul>	L

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				on testing venues as not all staff live in the area.	
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, will have to be in place.</li> <li>Procedures will be in place to deal with any pupil or staff displaying symptoms at school.</li> <li>This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> </ul>	N	<ul style="list-style-type: none"> <li>To adhere to government guidelines, if anyone in the bubble becomes unwell then the whole bubble leaves school until the results of the testing have been confirmed. We will use SIMS and spreadsheets to record children. Any cases will be reported to Health Trust.</li> </ul>	H
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents will receive clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance will be explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance will be communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>DE guidance will be sent out to staff.</li> <li>Briefing notes will be sent out via school email or other means of communication to all stakeholders.</li> <li>Where appropriate this will be translated into other languages</li> <li>Parents to supply email addresses if not already stored.</li> </ul>	L
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents will receive clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance will be explained to staff and pupils as part of the induction process on the first day they return to school.</li> <li>Any updates or changes to this guidance will be communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication via email, website, Facebook, text to primary contact.</li> <li>Parents whose children who are in the affected bubble will receive a phone call or school text.</li> </ul>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
	H	<ul style="list-style-type: none"> <li>A programme for training staff will be in place resulting in as</li> </ul>	Y	<ul style="list-style-type: none"> <li>BOG representative will</li> </ul>	L

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<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>		many as possible being first aid trained.		be kept informed when appropriate.	
<b>2.6 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents will be kept up to date with information, guidance and the school's expectations on a frequent basis using a range of communication tools.</li> <li>A COVID-19 section on the school website will be created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	N	<ul style="list-style-type: none"> <li>Update school website re COVID 19 expectations.</li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance will be regularly reinforced via email, Facebook, messenger service, the school's newsletter and the school's website.</li> </ul>	N	<ul style="list-style-type: none"> <li>To be in place in August 2020</li> </ul>	M
<b>2.7 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	M	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) will be instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff will be reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>		<ul style="list-style-type: none"> <li>PPE stocks have been obtained (gloves/ masks and aprons and a thermometer gun).</li> <li>If any child becomes unwell, we will send them home immediately.</li> <li>Staff will be reminded of the importance of wearing gloves, aprons and masks when conducting first aid, and keeping themselves safe.</li> </ul>	L

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<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	M	<ul style="list-style-type: none"> <li>• Clear age-appropriate message to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings.</li> <li>• For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> </ul>	August 2020	<ul style="list-style-type: none"> <li>• An addendum to the school behaviour policy in relation to social distancing has been written and will be shared with all stakeholders and communicated directly to children on their return to school by the teacher and reinforced by all staff members.</li> <li>• There will be clear and high expectations of children and their behaviour.</li> <li>• Children will be reminded in class of correct social distancing.</li> <li>• There will be posters throughout the school.</li> <li>• All staff members will model and practise social distancing.</li> </ul>	L
<b>Social Distancing breached</b>	H	<ul style="list-style-type: none"> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings will not happen until it is safe to do so, including whole school assemblies, choir, after school activities etc</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Principal will monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> </ul>		<ul style="list-style-type: none"> <li>• Principal will do regular walk around</li> <li>• Children will be reminded of expectations before they leave the classroom to walk to another area of the school.</li> <li>• A letter will be sent out re social distance and clear expectations from both children and their families and staff.</li> </ul>	M

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		<ul style="list-style-type: none"> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>			
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	M	<ul style="list-style-type: none"> <li>• Net capacity assessment completed.</li> <li>• Each classroom and teaching space compliant, as far as possible, with social distancing measures and in line with government guidance.</li> <li>• Additional spaces in the school will be utilised to allow social distancing to be maximised for children.</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly as pupils return.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Where possible each child will have their own workstation, equipment and chair.</li> <li>• All unnecessary furniture will be removed from the classroom areas including soft furnishings, as far as possible.</li> </ul>	L
<b>There is a risk of infection due to protocols not being adhered to inside classrooms</b>	H	<ul style="list-style-type: none"> <li>• All pupils will be provided with personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.</li> <li>• Seating plan in place so children sit at the same seat each day</li> <li>• Shared materials and surfaces cleaned and disinfected frequently (e.g. desks, chairs, doors, sinks, toilets, light switches, etc.)</li> </ul>		<ul style="list-style-type: none"> <li>• Classrooms will be inspected prior to opening and after deep cleaning</li> <li>• Unnecessary items will be removed</li> </ul>	L
<b>3.3 Pupils meeting in corridors</b>					
<b>Social distancing guidance is breached when pupils meet in corridors</b>	H	<ul style="list-style-type: none"> <li>• Movement plans will be reviewed and amended if safety becomes a concern.</li> <li>• One-way systems will be in operation where practical.</li> <li>• Route are clearly marked.</li> <li>• Any bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Pupils stay in classrooms, as far as possible.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance while travelling.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	August 2020	<ul style="list-style-type: none"> <li>• Multiple entry and exit points identified and allocated for specific classes.</li> <li>• Staggered drop off and pick up time.</li> <li>• Children accompanied around school by an adult.</li> </ul>	L
<b>3.4 Break times</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>External areas are designated for different groups.</li> <li>Pupils are reminded about social distancing as break times begin.</li> <li>Social distancing signage is in place around the school and in key areas.</li> <li>Supervision levels will be enhanced to support social distancing if required.</li> </ul>	August 2020	<ul style="list-style-type: none"> <li>Adequate levels of supervision will be in place.</li> </ul>	L
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Additional arrangements are in place, such as staggering lunch times.</li> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags or plastic lunch boxes that can be wiped down).</li> <li>Eating areas are cleaned after lunch.</li> </ul>	August 2020	<ul style="list-style-type: none"> <li>Adequate levels of staffing in place.</li> <li>Monthly menus sent to parents and uploaded to school website.</li> <li>Liaison with catering staff.</li> </ul>	L
<b>3.6 Toilets</b>					
<b>Classroom queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Queuing protocols will be agreed with staff and in turn with children for toilets and hand washing – these will be monitored by class teachers.</li> <li>Pupils will know that they can only use the toilet one at a time.</li> <li>Pupils will be encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets will be cleaned frequently.</li> <li>Monitoring by cleaners and the caretaker ensures a constant supply of soap and paper towels.</li> <li>Pupils will be reminded regularly on how to wash hands and young children will be supervised in doing so.</li> </ul>	August 2020	<ul style="list-style-type: none"> <li>Caretaker to check on a regular basis and to walk around checking and cleaning any handles/surfaces</li> </ul>	M
<b>3.7 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social</b>	H	<ul style="list-style-type: none"> <li>Parents will be informed that they cannot enter the school building unless absolutely necessary and by appointment only.</li> <li>Social distancing guidance will be clearly displayed to protect reception staff (e.g. distance from person stood at</li> </ul>	Y	<ul style="list-style-type: none"> <li>Parents on site kept to an absolute minimum</li> <li>Deliveries to continue as normal.</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
distancing guidelines		<ul style="list-style-type: none"> <li>reception hatch).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> </ul>			
<b>3.8 Arrival and departure from school</b>					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> <li>Start and finish times will be staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines will be reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Regular messages to parents will stress the need for social distancing at arrival and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staggered times</li> <li>Staff on duty.</li> </ul>	M
<b>3.9 Transport</b>					
The use of public and school transport by pupils poses risks in terms of social distancing. Staff using public Transport	H	<ul style="list-style-type: none"> <li>Guidance will be in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>EA discussions will be held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>		<ul style="list-style-type: none"> <li>Children will not be going out on any school trips.</li> <li>Parents to follow government guidance on travelling on public transport</li> </ul>	H
<b>3.10 Staff areas</b>					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> <li>Reconfiguration of the staff room will be undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Cold water systems have been flushed through,</li> <li>Staff will need to be extra vigilant at all times</li> </ul>	M
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> <li>Parents will be provided with clear guidance and this will be reinforced on a regular basis.</li> <li>Parents will be again asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school medical register will be updated if necessary</li> <li>The school, and parents will be clear about the definitions</li> </ul>	Y	<ul style="list-style-type: none"> <li>This will happen via a range of communication tools available to us.</li> <li>Parents of children with serious underlying health issues may decide not to bring their child back into school.</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> . <ul style="list-style-type: none"> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>		This will result in a requirement for online learning/learning packs for that child. <ul style="list-style-type: none"> <li>We will check our medical list and will cross reference with the government guidance.</li> </ul>	
<b>4.2 Staff with underlying health issues</b>					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 should work from home in line with government guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff have been in regular communication with the Principal during the school closure. Personal circumstances are communicated to her and updated regularly.</li> </ul>	L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Resources/websites to support the mental health of pupils will be employed by staff and provided to children.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Counselling services will be contacted if and when necessary.</li> <li>Training for staff would be useful.</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
The mental health of staff has been adversely affected during the period that the school has been closed and by	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>The principal is proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The Principal is aware of the potential for considerable anxiety. She will speak with staff regularly and</li> </ul>	M



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
the COVID-19 crisis in general		<ul style="list-style-type: none"> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Relevant web-links circulated by CEO/COO have been cascaded down to all staff.</li> </ul>		signpost them to the appropriate agency if necessary.	
Working from home can adversely affect mental health  (In the event of a return to blended or online learning in the event of another school closure)	M	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers and colleagues.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff who may be required to work from home may help provide remote learning for any pupils who need to stay at home or assist teachers on site with planning and creating resources.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Also to be aware of staff members who may live in shared houses.</li> <li>Regular meetings and catch ups with staff team</li> </ul>	L
<b>5.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support via the EA.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	M
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
Review of fire procedures	H	<ul style="list-style-type: none"> <li>Staff and pupils will be briefed on new evacuation procedures.</li> </ul>			L
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> <li>Fire procedures will be reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> </ul> </li> <li>Possible need for additional assembly point(s) to enable social distancing where possible</li> </ul>	Y	<ul style="list-style-type: none"> <li>New assembly points identified if needed.</li> <li>Additional signage to be purchased.</li> </ul>	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Principal to co ordinate</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>7. The school building</b>					
<b>7.1 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	L	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	<ul style="list-style-type: none"> <li>We have continued with all testing throughout COVID 19.</li> <li>Water systems and hot water systems have also been tested.</li> </ul>	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, flushing has been carried out.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All completed</li> </ul>	L
<b>7.2 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment will be carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements will be considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing will be maintained throughout any such works.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>		<ul style="list-style-type: none"> <li>No contractors will be on site except where we have received their risk assessment.</li> <li>If any other contractors come onto site a separate risk assessment will be asked for and it will need to be in line with government guidance on social distance.</li> <li>If emergency works are required, social distancing will be in place.</li> <li>Work time staggered around the bubbles e.g. in afternoon when no children present.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified</li> <li>Additional COVID-19 related costs are being monitored</li> <li>The school's projected financial position is being kept under especially stringent review for potential additional spend.</li> </ul>	Y	<ul style="list-style-type: none"> <li>We will set up a separate cost code on our finance system.</li> </ul>	M
<b>9. Governance</b>					
<b>9.1 Communication between the school and the Board of Governors</b>					
Communication with BOG members suffers due to the closure of the school and EA direction that BOG meetings are not to occur unless in urgent/emergency scenarios.	H	<ul style="list-style-type: none"> <li>Communication should be clear in regard to the reopening of the school in 2020/2021 year</li> <li>Chair of Governors should be aware of any COVID related decisions made during the day to day management of the school.</li> </ul>		<ul style="list-style-type: none"> <li>BOG have supplied email addresses to the Principal.</li> <li>All relevant circulars, policies, Risk Assessments and Action Plans will be communicated to BOG via email</li> <li>Communication will now be much more secure and efficient.</li> <li>Set up TEAMS for communication with BOG.</li> </ul>	M
<b>10. Additional site-specific issues and risks</b>					
<b>10.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Water taps are used by many children and cross contamination occurs.	H	<ul style="list-style-type: none"> <li>Personal, named water bottles to be used in classrooms and at playtime</li> <li>Signs on to say out of use</li> </ul>		<ul style="list-style-type: none"> <li>Block the water fountain as no access is permitted</li> <li>Inform parents of need to bring a water bottle.</li> </ul>	L
Classroom sink is used by many children and cross contamination	H	<ul style="list-style-type: none"> <li>Teachers will ensure strict hygiene rules are in place as part of the induction back into class for the children.</li> <li>Very strict cleaning regimes will be implemented at regular</li> </ul>		<ul style="list-style-type: none"> <li>Children will only be allowed to use the sink one at a time</li> </ul>	M

Kilkeel Primary School 130 Harbour Road, Kilkeel BT34 4AT  
028 417 623 51 [hmccabe555@c2kni.net](mailto:hmccabe555@c2kni.net)

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occurs.		intervals through the school day and over the school week.		<ul style="list-style-type: none"><li>There will be a strict hand washing regime in place so regular use of the sink with rules in place will result in good habits being formed.</li></ul>	

Completed by Principal 20/08/2020

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