

COVID-19 Risk assessment – Reading School



This risk assessment has been formulated in line with, and sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources).

Please note:

All controls are subject to change should government guidance change due to changes to [the 'R' rate](#). This could change on a daily basis. Government and DfE guidance will be regularly reviewed. This risk assessment will be reviewed if there is a significant change.

- **Further Actions** - Following assessment if no further actions are assessed to be required an **X** will be placed in the "Further Actions" box. If, however additional controls or actions are assessed an **√** in the box along with notes on the action. Any further actions identified **will** be completed before the assessed task is carried out.

Assessment Date	20 th August 2020
Review date	1 st September 2020

Academy / School	Reading School, Erleigh Road, Reading, RG1 5LW	Assessed by	Jonathan Hitchinson
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Subject of Assessment	School reopening
Details of workplace/activity	Students and staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the	<ul style="list-style-type: none"> • Pupils • Staff • Visitors • Contractors 	<ul style="list-style-type: none"> • Reading School has informed parents, pupils, carers, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); 	AMR	01/09/2020	X

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disease, a person who may be asymptomatic or lack of information.		<ul style="list-style-type: none"> • Parents will receive guidance on school times for their child and protocols set out for attending the school • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Staff have had sufficient training and briefing regarding infection control and school protocols; • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential staff help lines and information that can be provided to pupils; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. 	<p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p> <p>AMR</p>	<p>01/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>Ongoing</p> <p>01/09/2020</p> <p>01/09/2020</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Getting to and from school	<ul style="list-style-type: none"> • Pupils 	<ul style="list-style-type: none"> • Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. • Anyone who needs to take public transport will be referred to government guidance. • Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. 	<p>AMR</p> <p>AMR</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>X</p> <p>X</p>

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		<ul style="list-style-type: none"> • Pupils wearing any sort of face covering when arriving to school will wash their hands-on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. • Pupils will be made aware that they mustn't touch the front of the covering during use or removal. • Students are required to complete hand washing on entry to the school building and when leaving; • Hand-wash stations are located at the entrance to the school (classroom or other). • All occupants are reminded to wash their hands (soap/water or hand sanitiser) as often as possible • Good hand washing signage to instruct students how to do this effectively is displayed. 	<p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Estates Team</p> <p>Teaching staff</p> <p>Estates Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/2020</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Classroom use / activities.</p>	<ul style="list-style-type: none"> • Pupils • Staff 	<ul style="list-style-type: none"> • Pupils will be reminded to maintain their distance and not touch staff or peers. • Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this. • Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies. • For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible. • Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). • Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. • Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum. 	<p>Jonathan Hitchinson</p> <p>Jonathan Hitchinson</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>AMR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/2020</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
		<ul style="list-style-type: none"> Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. 	AMR	Ongoing	x
Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Dining; Moving around the school; Break-time / playgrounds.	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible; Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Additional furniture, coats, bags are not permitted in the school corridor; Corridors are sterile environments and kept as clear as possible; Safe distance signage where needed; Times are allocated for each class to reduce the need to pass one another in open spaces; Daily inspection and enhanced cleaning programs in place for external areas. Pupils and staff should wear masks at all times when moving around school. 	<p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Estates Team</p> <p>Estates Team</p> <p>Teaching staff</p> <p>Estates Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>Ongoing</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> All those entering the school are required to wash/sanitise their hands; Hand washing sinks are located within each toilet provision; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Students and staff have been shown how to wash hands properly; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> Entry and exit from the school; After using the toilet; On entry to the dining hall; Before and after eating; On entry and exit from each classroom. Unnecessary touching of the face is discouraged; 	<p>Teaching staff</p> <p>Estates Team</p> <p>Estates Team</p> <p>Estates Team</p> <p>Teaching staff</p> <p>Teaching staff</p> <p>Teaching staff</p>	<p>Ongoing</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>01/09/2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
		<ul style="list-style-type: none"> Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; Toilets and wash stations have single use paper towel or hand dryers for drying hands. 	Estates Team	12 th June 2020	Awaiting delivery
Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> Pupils Staff 	<p>Reading School has implemented additional cleaning regimes. This includes the following:</p> <ul style="list-style-type: none"> Frequent cleaning of classrooms, Toilets, common areas and dining halls; Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys; Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned at the end of the day; Toilets will be cleaned and at the end of the day; Common areas will be cleaned once a day; Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings. 	Estates Team	Ongoing	X
Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. 	AMR	Ongoing	X
Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: Dealing with general First aid; Lack of trained first aiders;	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> The First Aid needs have been assessed regarding numbers and ages of students, number and training of employees needed. This information forms the decision on what activities and groups can safely be managed within the school. This includes sufficient first aiders for the school to the number of students; Staff or students who display symptoms of the virus during the school day will be isolated until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; 	COO Appointed First Aider	01/09/2020 Ongoing	Monitor daily X

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
Dealing with a suspected case of Covid-19; Inappropriate handling / removal of clinical waste Intimate care procedures.		<ul style="list-style-type: none"> First aiders attending, where required will wear PPE including, apron, gloves, mask and visor; First aiders attending have completed appropriate training for 'donning and doffing' PPE – further advice :https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm Where used, PPE is disposed of in accordance with NHS COVID-19 waste management guidance; COVID-19: cleaning in non-healthcare settings. <p>In accordance with the cleaning schedule, where used, the first aid room will be cleaned after each use.</p> <p>Waste disposal measures</p> <ul style="list-style-type: none"> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	Appointed First Aider	Ongoing	X
			Appointed First Aider	Ongoing	X
			Estates Team	Ongoing	X
			Estates Team	Ongoing	X
Spread/contraction of COVID-19 due to lack of social distancing measures for external	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; 	AMR	01/09/2020	X
			Teaching staff on day	Ongoing	X

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
visitors to the school, including: Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel		<ul style="list-style-type: none"> The SLT are able to zoom (or other) parents if face to face meetings are required; For those who have to enter the school reception, hand washing facilities are in place Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; Visitors will only be permitted into the school if they have an appointment; Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; The school contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible; If not possible social distancing measures will be adhered to at all times; Face to face meetings in small room or within 2m are not permitted; Premises' contractors will be managed in accordance social distancing guidance 	SLT	Ongoing	X
			Estates Team	01/09/2020	X
			Estates Team	12/06/2020	X
			SLT	Ongoing	X
			School contact	Ongoing	X
			School contact	Ongoing	X
			School contact	Ongoing	X
			School contact	Ongoing	X
			SLT	Ongoing	X
Estates Team	Ongoing	X			
Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 	SLT	Ongoing	X
			Teaching staff on day	Ongoing	X
Lack of suitable premises management	<ul style="list-style-type: none"> Pupils Staff Visitors 	<ul style="list-style-type: none"> Reading School adheres to the government guidance on managing buildings that are partially open; The school has applied action plans regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; 	SLT	Ongoing	X
			Estates Team	Ongoing	X
			Estates Team	Ongoing	X
			Estates Team	Ongoing	X
Hazardous substance management, unsuitable COSHH	<ul style="list-style-type: none"> Pupils Staff Visitors 	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; 	Estates Team	Ongoing	X
					X

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
management and use of chemicals leading to ill-health or fire.		<ul style="list-style-type: none"> All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for cleaning of potential coronavirus contaminated rooms or equipment. 	Estates Team Estates Team Estates Team Estates Team Estates Team	Ongoing Ongoing Ongoing Ongoing Ongoing	X X X
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> Pupils Staff Visitors 	<p>Evacuation plans including the following have been reviewed:</p> <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements; Safe exit via the nearest final exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; Use of the school has been reduced to enable safe sweeping and evacuation; All other fire system testing and maintenance has continued as normal. 	Teaching staff Teaching staff Estates Team SLT SLT Estates Team	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	X X X X X X
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> Pupils Staff 	<p>For everyone who could come into school:</p> <ul style="list-style-type: none"> If they're clinically extremely vulnerable (as defined here), they will continue to learn or work from home; If they're clinically vulnerable (as defined here) – parents should follow medical advice if their child is in this category, and staff in this category will continue to work from home wherever possible. If these staff members cannot work from home, they will be given a role that allows them to be kept 2 meters away from others wherever possible If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions Heads of Department have been asked to identify any members of their department extremely clinically vulnerable or clinically vulnerable. 	Heads of Department and SLT	Ongoing	X

Hazards and Risks	Who might be harmed	Existing Control Measures	Who will be responsible	When the controls need to be in place	Further Actions
		<ul style="list-style-type: none"> Any who are extremely or clinically vulnerable are then risk assessed by their Head of Department 			