

## RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School		Date of assessment	Review date
St Benedict's Catholic Primary School		September 2020	October 2020 March 2021
Name and Position of Assessor(s):	Hannah McGuire	Assessor(s) Signature:	
Headteacher's Name:	Hannah McGuire	Headteacher's signature:	
Chair of Governor's Name:	Lucy Maudsley	Chair's signature	

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

<b>Hazard identified</b>	<b>People at Risk</b>	<b>Existing Control Measures in place</b>	<b>Risk Priority (High, Medium, Low)</b>	<b>Additional Controls Required to Minimize Risk</b>
<b>A. Responding to Someone with Symptoms</b>				

<p><b>Someone with symptoms infects other members of the school community</b></p>	<p>Pupils, parents and staff</p>	<p>Parents and staff informed in writing and on video that they/children should not present a school if they have symptoms and that they will be expected to immediately collect children should symptoms be displayed.</p> <p>PHE information shared with all stakeholders informing them of the steps they should take if they have symptoms.</p> <p>Step by step process for a 'code blue' issued to staff.</p> <p>Pupils will be immediately isolated in a well-ventilated room (window open) awaiting collection by parents.</p> <p>Staff Head/SMB or Admin will accompany the pupil and will wear PPE equipment. Every adult in school has been provided with PPE which they store in their classrooms in a clearly names plastic wallet. Cleaning equipment/ extra aprons/gloves are stored in the drawer in the Head's office. Children will sit in the well-ventilated area (intervention area). All PPE or equipment used in this area will be disposed of or sanitized. Member of staff will wash hands thoroughly for at least 20 seconds after being with the symptomatic person.</p> <p>Area will be cleaned thoroughly as soon as the person has left the area. Including disposing of contaminated items correctly as per the guidance (tissues etc). The area will be sprayed with the hydrophoric acid solution (spray gun foggers – COSHH assessment with the Site Manager and shared via email with all staff).</p> <p>Information explaining how to get a test has been shared.</p> <p>Staff have been shown how to wear and dispose of PPE.</p> <p>Policy shared with parents and staff detailing how school will deal with an outbreak.</p>	<p>High</p>	
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		Staff will test using a Lateral Flow Test twice weekly and will isolate following a positive result.		
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**B. Hygiene and Handwashing**

<p><b>Asymptomatic people transmit the virus due to poor hygiene.</b></p>	<p>Pupils, parents &amp; staff</p>	<p>Each classroom has a sink and a hand sanitizing station.  Hand sanitisers will be given to all lunchtime supervisors to carry to apply where necessary.  Common areas – foyer, photocopiers etc have hand sanitizer, Hand sanitizer left outside for parents.  Anti-bacterial wipes for all photocopiers and sign in machine, staff toilets and staff room to wipe the surfaces after using.  How to wash hand guides shared with parents via email, in classrooms and on posters.  Parents asked to wash hands before they leave home, hand sanitizer used as they enter school. Hands washed at each break, beginning and end of lunch and before going home. Encouraged to wash hands as they arrive home.  Importance of keeping our distance reissued to all pupils in September.  ‘Catch it bin it kill it’ approach discussed daily Tissues provided.  All doors propped open.  Toilets designated for each bubble in KS1 and EY and KS2 toilets sprayed twice daily with the hydrophoric acid solution (spray gun foggers – COSHH assessment with the Site Manager and shared via email with all staff) and cleaned at lunch and at the end of the day.  If children wear masks, they will be disposed of as they enter school.  Parents asked to wear masks when entering and leaving the school site. Staff to wear masks when greeting parents. Staff to wear masks in communal areas in school. Staff to wear visors when they teach in other bubbles. All midday staff wear masks when inside and when within 2m of a child from another bubble.  Parents asked to wear masks when entering and</p>	<p>Medium</p>	
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		<p>leaving the school site. Staff to wear masks when greeting parents. Staff to wear masks at all times in communal areas in school. Staff to wear visors when they are close to children in their classes and if possible when they are teaching (as long as it does not stop the children being able to hear them clearly). Kitchen staff and Lunchtime organisers also to wear masks.</p> <p>Staff will use the staff room fleetingly to prepare food or drinks and then return to their rooms or outside (Weather permitting) to consume. There will be a maximum of 3 people preparing food and the window should be open throughout with staff wearing visors to do so. The items will be cleaned after usage.</p>		
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**C. Cleaning**

<p><b>Virus will be transmitted on surface because of a lack of effective cleaning</b></p>	<p>All pupils, parents and staff</p>	<p>Robust cleaning plan has been revised and shared with staff.  An additional hour of cleaning will happen at lunch, in addition to morning and evening cleaning, of 'hotspots' and toilets.  Staff will routinely spray PE equipment and playground equipment with the foggers with the hydrophoric acid solution (spray gun foggers – COSHH assessment with the Site Manager and shared via email with all staff).</p> <p><del>Commonly used equipment will be cleaned at the end of the day and children will have individual items in a named plastic wallet.</del>  Equipment shared between bubbles is cleaned thoroughly and items in the classroom are cleaned regularly  Items will not be shared between bubbles unless 72 hours has passed or the item has been thoroughly cleaned.  Each class has been provided with a bag of sports equipment  Large items will be sprayed with disinfectant with the hydrophoric acid solution (spray gun foggers – COSHH assessment with the Site Manager and shared via email with all staff).  A reduced number of items should be brought in and things should not be sent home.  Teachers will operate a 'no marking' policy so books will not be taken home.</p>	<p>High</p>	
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		Reading books will be left for 48 hours before shared with another child. Anti-bac wipes are positioned throughout school and will be used to wipe phones, photocopiers and other communal areas/items.		
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**D. Social Distancing**



<p><b>Virus will be transmitted because of a lack of social distancing</b></p>	<p>All pupils, parents and staff.</p>	<p>Rolling drop off from 8.30am until 9am. will enable parents to filter into school and rolling pick up from 3.15pm – 3.35pm will limit interactions  Parents will be asked not to congregate and to collect their children and leave immediately.  A one way system will be in place.  Interaction between classes will be a minimum. No more than 2 consistent classes will share the hall – a ‘double bubble’ (as far as part as possible) to eat and the playground will be zoned for the same 2 classes. classes will stay on either side of the playground.  In order to support the learning of pupils, and where an alternative cannot be found, some crossing of bubbles may happens Eg SEND pupils accessing interventions, streamed phonics lessons etc. In these cases, children will be kept apart as much as possible and will practice good hygiene.  Staff members have been allocated so that they move between these 2 classes only and where possible only one class. TAs wear a visor when teaching outside their bubble class.  After school clubs with external providers will only cater for one double bubble or will zone them. <del>If clubs are moved inside due to inclement weather, providers will wear face masks or visors.</del> In the event of inclement weather, clubs will be cancelled and not moved inside.</p>	<p>Medium</p>	
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		<p>No indoor clubs will run in the first half term. All clubs will stop in second half term</p> <p>Wraparound care will be split per 'double bubble' and will be consistent.</p> <p>Hymn practice will not take place and the trumpet lessons will be maximum of 15 in the hall.</p> <p>Lunchtimes will be staggered, and lunchtime organisers will be deployed to work with the same children and will not cross bubbles.</p> <p>Videos have been shared with pupils around social distancing.</p> <p>Where possible, visitors to school will take place outside of school hours, records will be kept of those who visit using a QR Code.</p> <p>Educational visits will not take place in the first or second half term. Drama workshop, pantomime and nativity will be cancelled</p>		
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**E. Personal Protective Equipment (PPE)**

<p>Virus will be transmitted because PPE is not used appropriately</p>	<p>All pupils, parents and staff</p>	<p>PPE will only be used when staff are supporting a pupil with symptoms or outside of their class bubbles.  Staff will be issued with guidance for using and removing PPE correctly.  There will be a procedure for disposing of face masks appropriately.  All staff supplied with clearly-named PPE to be kept in plastic wallets in their classroom.  Spare PPE is kept securely in site manager's office.  Site Manager will maintain and monitor stocks and replenish when necessary.</p>	<p>High</p>	
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**F. Managing Symptoms, Testing and Responding to a Local Outbreak**

<p><b>Virus will be transmitted due to a lack of testing and tracking</b></p>	<p>All stakeholders and wider public</p>	<p>The school has communicated to staff members and parent/carers the need to book a test if they are displaying symptoms and has shared details of how to get a test on the parent video and the parent factsheet.          Records of contact between groups will be kept and records of visitors will be held on the electronic system.          School have a plan to act swiftly and flow charts to follow if symptoms present.          Headteacher will contact local public health team for advice if a case presents          Email <a href="mailto:Candmhpu@phe.gov.uk">Candmhpu@phe.gov.uk</a>;  <a href="mailto:PHE.candmhpu@nhs.net">PHE.candmhpu@nhs.net</a>          Telephone 0344 225 0562 (option 1)          Out of hours advice 0151 434 4819          School will use the Local Authority template letter for sharing advice from PHE          Contingency plans are in place for learning if a bubble needs to close using Google classroom. All parents have been provided with log in details to set up their child's account so that they can access remote learning. Staff have received training. Homework will be set via Google classroom moving forward.</p>	<p>Hgh</p>	
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**G. Risk Assessment**

<p><b>An inadequate analysis of the risks means that risks remain</b></p>	<p>All stakeholders</p>	<p>Risk assessment completed and shared with all staff and governors and shared on website. Updated version shared with Chair on 7<sup>th</sup> October, staff on 7<sup>th</sup> and will be shared with parents on 12<sup>th</sup> October</p> <p>Site manager has been consulted and has drawn up a revised cleaning schedule.</p> <p>Staff were consulted verbally in a zoom meeting and given opportunity to raise concerns. Then shared in writing.</p> <p>Risk assessment will be reviewed in August (was reviewed in September and October) prior to school reopening to reflect the situation at that time.</p> <p>Changes will be actioned in good time for school opening.</p> <p>RA will be reviewed at the end of each week and updated each half term.</p>	<p>High</p>	
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**FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>