

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		January 2020	February 2020
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

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to Someone with Symptoms				
Someone with symptoms infects other members of the school community	Pupils, parents and staff	<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>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.</p> <p>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>	High	

B. Hygiene and Handwashing

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<p>Asymptomatic people transmit the virus due to poor hygiene.</p>	<p>Pupils, parents & 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 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. 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</p>	<p>Medium</p>	
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with staff wearing visors to do so. The items will be cleaned after usage.

C. Cleaning

<p>Virus will be transmitted on surface because of a lack of effective cleaning</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>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. Large items will be sprayed with 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. Anti-bac wipes are positioned throughout school and will be used to wipe phones, photocopiers and other communal areas/items.</p>	<p>High</p>	
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D. Social Distancing

<p>Virus will be transmitted because of a lack of social distancing</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. There will be a maximum of 10/12 children (dependent on room size) or staffing for each class. This enables 2m distance between children. They will sit at their own desks, facing forwards and be provided with their own equipment. Activities will be risk assessed for COVID safety before children take part. There will be no interaction between classes. No more than 2 consistent classes will share the hall (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. During the full lockdown, there will be strictly no movement between bubbles. Staff members will be assigned to classes and will not move between bubbles. There will be no external clubs. If, due to staff shortages, we are unable to keep all bubbles open, we will seek advice from the Local Authority.</p> <p>Wraparound care will operate with limited numbers. Children will be seated at tables in their class bubbles. They will not mix. Food will be served on plates and given to children. Staff will wear face masks at all times. There will be one member of staff with the children but a member of SLT will remain in school. Lunchtimes will be staggered. Videos have been shared with pupils around social distancing. Visitors will only be allowed in exceptional circumstances (SALT to support ECHP pupils for example). Visitors will adhere to this risk assessment. Educational visits will not take place during full lockdown.</p>	<p>Medium</p>	
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E. Personal Protective Equipment (PPE)				
Virus will be transmitted because PPE is not used appropriately	All pupils, parents and staff	<p>Visors will be worn in the classrooms when teachers are close to children.</p> <p>All staff will wear masks throughout the day and in communal areas.</p> <p>Staff will be issued with guidance for using and removing PPE correctly.</p> <p>There will be a procedure for disposing of face masks appropriately.</p> <p>All staff supplied with clearly-named PPE to be kept in plastic wallets in their classroom.</p> <p>Spare PPE is kept securely in site manager's office.</p> <p>Site Manager will maintain and monitor stocks and replenish when necessary.</p>	High	

F. Managing Symptoms, Testing and Responding to a Local Outbreak

<p>Virus will be transmitted due to a lack of testing and tracking</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.</p> <p>Records of contact between groups will be kept and records of visitors will be held on the electronic system.</p> <p>School have a plan to act swiftly and flow charts to follow if symptoms present.</p> <p>Headteacher will contact local public health team for advice if a case presents</p> <p>Email Candmhpu@phe.gov.uk; PHE.candmhpu@nhs.net</p> <p>Telephone 0344 225 0562 (option 1)</p> <p>Out of hours advice 0151 434 4819</p> <p>School will use the Local Authority template letter for sharing advice from PHE</p> <p>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.</p> <p>Homework will be set via Google classroom moving forward.</p>		
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G. Risk Assessment

An inadequate analysis of the risks means that risks remain	All stakeholders	<p>Risk assessment completed and shared with all staff and governors and shared on website. Version 2 shared with Chair on 7th October, staff on 7th and shared with parents on 12th October . Full lockdown version (this version) shared with Chair of governors and updated on school website on 13th January 2021</p> <p>Site manager has been consulted and has drawn up a revised cleaning schedule. Staff were consulted verbally in a zoom meeting and given opportunity to raise concerns. Then shared in writing. Risk Assessment will be reviewed periodically and each time there is a update in guidance</p>	High	
Remote Learning:				

<p>Remote learning is ineffective meaning pupils are not achieving academically and pupil and staff wellbeing is affected detrimentally.</p>	<p>Pupils and teachers</p>	<p>All pupils are able to access Google Classroom. Videos have been shared with parents and are on the website to enable parents to access the learning from home.</p> <p>The remote learning policy is updated to ensure that the approach is consistent across the school.</p> <p>Children are dressed appropriately, online content is appropriate and children are protected in their homes.</p> <p>Children without devices are lent school laptops or tablets. Loan agreements are signed.</p> <p>Tablets and laptops are cleaned and factory settings restored so that they are safe.</p> <p>Code of conduct is shared with teachers to ensure that they are dressed appropriately and that they conduct themselves appropriately online.</p> <p>Teachers will dual teach. They will be based in the classroom and will also teach remotely. In order to ensure that teachers are supported, they will be released from class at 2pm to go home to plan. TAs will cover the class for the rest of the day and will be compensated and supported accordingly.</p> <p>Staff will be mindful of children’s wellbeing and will look for indicators that a child needs pastoral support. If staff (or parents) are concerned about safeguarding needs, they will follow the normal safeguarding procedures.</p>		
<p>Allocation of places</p>				
<p>Too many children will attend school meaning that transmission is still high</p>		<p>Key worker places will be allocated based on the DFE’s criteria.</p> <p>If a parent is at home, children should remain at home. Each case will be considered on its merits and will be graded according to the criteria agreed with Head, Chair and Vice chair of governors.</p> <p>Maximum of 10/12 children per class based on previous guidance of 2m between children.</p> <p>All children with an EHCP, with a social worker or those with Special Educational needs which mean they would be unable to access the remote learning effectively, will be given priority. Those with an EHCP will be strongly encouraged to attend school so that their needs can be met.</p>		

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FOLLOW UP ACTIONS (IF REQUIRED)

No.	Potential Hazard	Action to be Taken	By Whom	Target Completion Date	Date Action Completed