

Coronavirus Risk Assessment for Autumn Reopening

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Continuity Plan.

You must review and update this risk assessment to ensure it reflects your school's activities and the specific risks and controls you have in place.

School Name: St Catherine of Siena Catholic Primary School			Date Assessed: 30.08.2020			Assessed by: Nicola Kane				
Task/Activity: Wider school opening from Autumn 2020 during the coronavirus pandemic						Reference Number: 10				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Controls Measures Required	
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.</p> <p>We will keep groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>We will maintain distinct groups or 'bubbles'.</p> <p>If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, we will look to implement year-group-sized 'bubbles'. E.g. for EYFS and Year 6.</p> <p>Where staff need to operate across different classes and year groups in order to facilitate the delivery of</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						the school timetable, strict social distancing and hygiene will be followed at all times				
Measures within the classroom	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Staff in secondary schools will maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p> <p>Adults will aim to maintain a two-metre distance from each other, and from children. They will avoid close face-to-face contact and minimise time spent within one metre of anyone.</p> <p>Pupils who are old enough will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p> <p>When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Measures elsewhere	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group.</p> <p>Singing, wind and brass playing will not take place in large groups.</p> <p>When timetabling, groups will be kept apart and movement around the school site kept to a minimum.</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors,</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p>

						<p>entrances and exits. Bubbles will have their own external entrance and exit points.</p> <p>We will implement staggered break and lunch times. All lunches to be eaten in classroom our outside, with time for cleaning surfaces.</p> <p>We will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised. Tables in staff room will be organised with 2m distancing. Each adult Bubble will have an allocated 'break out' area with own equipment.</p> <p>Staff will bring their own mug and utensils into school and bring them home for cleaning.</p> <p>We will inform parents and pupils to not gather at the school gate and visitors will not be allowed on site without an appointment.</p> <p>Drop-off and collection will be staggered to avoid gathering and parents will not be allowed on the school site in the morning.</p> <p>Educational visits to be conducted using normal means with social distancing and good hand hygiene measures in place.</p>				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Other considerations	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Where a child routinely attends more than one setting on a part-time basis, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>For individual and very frequently-used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Resources will be stored on the pupils' desks where possible to avoid unnecessary movement around the school.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p>

					<p>Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently-touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>Outdoor playground equipment will be out of bounds to all except EYFS/Y1 pupils. It will be regularly cleaned between use by EYFS and Year 1.</p> <p>Pupil limits will be introduced to reduce the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags will only be allowed in KS2.</p> <p>Undertake the Ellis Whittam COVID-19 Daily Management Checklist.</p> <p>Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist which will act as the cleaning schedule to ensure enhanced cleaning.</p> <p>Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.</p> <p>Governors meetings held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p>				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>Local lockdown action plan to be put in place.</p>
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					<p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p> <p>Staff advised to bring their own food to work.</p> <p>Ellis Whittam's COVID-19 Policy in place.</p> <p>Ellis Whittam's Health and Wellbeing Policy in place.</p> <p>Lunch and breaks staggered to minimise social gatherings for pupils and staff.</p> <p>Regular family contact to ensure that children from families with symptoms do not attend school.</p> <p>Refer to separate children with (EHC) Plans in place risk assessments.</p> <p>Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).</p> <p>Adequate supplies of face masks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.</p> <p>Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible (control measures could include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</p> <p>Use of outdoor spaces for teaching and learning.</p> <p>Shared materials/resources limited for those pupils/staff that need to take these home.</p>				
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						<p>Established arrangements are in place between the school and transport companies. We will work with transport companies to stagger start times to enable more transportation outside of peak hours.</p> <p>We will encourage parents, staff and pupils to walk or cycle to school.</p> <p>Records maintained of staff/pupils who have been tested for COVID-19.</p> <p>Close liaison between families regarding symptoms – we will not monitor temperatures.</p> <p>Staff working from home where possible.</p> <p>Usage of Ellis Whittam’s COVID-19 Toolbox Talk for staff and pupils.</p> <p>Tissues and sufficient bins provided.</p> <p>Pupils and staff wearing face coverings on public transport will be asked to wash their hands-on arrival, dispose of their face covering in a covered bin, or place within a plastic bag to take home.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>				
Physical Education	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Pupils will be kept in consistent groups, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will be avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to</p>	3	5	15	

						<p>and from, those facilities. We will refer to the following advice:</p> <ul style="list-style-type: none"> • Guidance on the phased return of sport and recreation; • Guidance from Sport England; • Guidance from the Association for Physical Education; and • Guidance from the Youth Sport Trust. 				
Working in the school	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>We understand the NHS test and trace process and how to contact their local Public Health England health protection team.</p> <p>We will follow guidance on the cleaning of non-healthcare settings.</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p> <p>We will not request evidence of negative test results or other evidence before allowing back into school.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>Usage and passing of testing kits to parents, etc. Advice will be given to parents on the usage of testing kits.</p>
Working in the school	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>We have updated our behaviour policies with any new rules/policies, and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

	exposed to coronavirus					<p>Kitchen staff to maintain good hygiene in line with the school's HACCP. A separate School Catering Risk Assessment has been completed.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>				
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	3	5	15	
Working in the school	Contracting and spreading of infection – personal hygiene	Employees Pupils Contractors Visitors Volunteers	5	5	25	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently-touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. <p>Pupils asked to clean hands when arriving at school, returning from breaks, after using changing rooms, and before and after eating. Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, and near lunchrooms and toilets.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>

Working in the school	Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils Volunteers	5	5	25	Toilets to have a regular supply of hot and cold water complete with soap and towels. Hand sanitiser available (where required). Kitchen area to have a safe supply of mains cold water. Hand-contact points cleaned daily/where practicable. Toilets and kitchen area to be regularly cleaned. Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.	3	5	15	
Working in the school	Infection control including face coverings	Staff Visitors Delivery drivers Pupils Volunteers	5	5	25	Refer to policy and ensure all staff are aware of its contents and new protocols. Inset held with all staff to ensure familiar with new protocols. Refer to guidance on face coverings in education . Decontamination – following advice/guidance from the Health Protection Team. Refer to guidance and posters (where required). Education poster on COVID-19 to be displayed at the main entrance to the school building(s). Ellis Whittam COVID-19 Daily Management Checklist to be used. 'Staying COVID-19 Secure in 2020' poster in place at reception.	3	5	15	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19 Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

Working in the school	Contact with delivery drivers / contactors to site / supply teachers	Staff Visitors Delivery drivers Pupils Contractors Supply teachers Volunteers	5	5	25	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.</p> <p>Wherever possible, we will avoid visitors entering the premises. In instances where we need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC Plan, we will assess whether the professional(s) need to attend in person or whether they can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance will be kept to a minimum.</p> <p>Where possible, meetings will be held outside.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities.</p> <p>Contractors, supply teachers and delivery drivers supervised at all times.</p> <p>Visitor information provided at reception for COVID-19 measures taken.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date
SIGNED HARD COPY KEPT IN SCHOOL		