

# Risk Assessment

<b>Work Activity/ Hazard:</b>	Schools Full Opening COVID-19 Task Based) Risk Assessment (v.2)	<b>Directorate</b>	St Joseph's RC Primary School Sunderland	<b>Section:</b>	Education & Childcare settings: Schools
<b>Date of Assessment:</b>	1 <sup>st</sup> October 2020	<b>Date to be Reviewed:</b>	When Required		

<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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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

1 – 2	No Action
3 – 6	Monitor
8 – 12	Action
15 – 16	Urgent Action
20 – 25	Stop

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<b>Full School Opening: COVID-19 Autumn Term 2020</b> (based on government guidance) <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>									
Spread of COVID-19	Employees, children/learners, contractors, visitors,	Minimise Contact – (avoid contact with anyone with symptoms or	2	5	10	Before going to work you must report to The head teacher if you are experiencing any of the following	1	5	5

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	<p>members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>signs of infection)</p> <p>People who are ill must stay home, any persons displaying symptoms to leave premises - follow current government guidance on self-isolation.</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p>				<p>symptoms and do not go to work:</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• Loss of taste or smell</li> </ul> <p>All staff to be advised that they must inform head teacher if they or anyone in their household have been advised to self isolate, before entering the workplace.</p> <p>Upon entry to buildings everyone must wash hands with soap and water or use santiser and do this regularly during the day.</p> <p>Children’s posters next to wash station to encourage hand washing.</p> <p>Spare bin bags in staff room when</p>			

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		<p>An Enhanced Cleaning Programme is in place with site cleaning teams. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test &amp; Trace.</p> <p>Encourage natural ventilation by opening windows and doors. NB. Fire Doors must not be wedged or propped open manually. Approved automatic closing devices can be fitted to fire doors where necessary.</p> <p>Where a child displays symptoms of the virus ensure they are</p>				<p>required. Bins should never overflow.</p> <p>Staff to clean tables or any other used surface every hour and after every play/lunch break.</p> <p>Remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> <p>Hands must be washed before and after using photocopier. Machine must be wiped down with provided wipes. Use of stylus to minimise contact where possible.</p> <p>Washing stations- Everyone to sanitise hands on way into building.</p> <p>All visitors to wear masks.</p> <p>All persons must sign in and leave a contact number which will be passed onto the NHS test and trace if required.</p> <p>The Community room to be used as</p>			

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		<p>isolated away from other children and staff. Staff giving care to sick a child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The Isolation room/area used must be cleaned before re-use. A trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning.</p>				<p>isolation station and toilet in foyer are to be used where a child displays symptoms.</p> <p>No access to community room or toilet in foyer for 72 hours if used by a child with symptoms. (Another room will be used for isolation if required).</p> <p>Children and staff to be tested if symptoms suspected.</p>			
Contact between any persons on the premises	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles.</p> <p>Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school (Section 3: Curriculum, behaviour</p>	2	5	10	<p>Distancing, lunchtime and break time arrangements, bubbles established both externally and internally (year groups).</p> <p>Increased emphasis on handwashing at start of sessions and social distancing. No sharing of resources e.g. paired reading.</p>	1	5	5

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		<p>&amp; Pastoral support)</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p> <p>Current government guidance suggests that Schools &amp; educational/childcare settings should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p>				<p>See appendix A from School Reopening plan</p> <p>Supervisors and Managers to ensure the 2m rule (1m+) is maintained wherever possible and lead by example.</p> <p>All staff and children from any affected bubbles to isolate for 14 days.</p> <p>See appendix A from School Reopening plan.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p> <p>Can the visit be rearranged to a time when there are less people in the premises, e.g. after school hours etc.</p> <p>All visitors to wear masks which will be provided by the school if they do not have their own. Other PPE will be used if required.</p> <p>PPE in Community room only to be</p>			

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						used for persons with symptoms.			
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.  Social Distancing should be applied within Groups/bubbles where possible.  Each Group is to avoid contact with other people and other groups.  Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible  Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and	2	5	10	See appendix A from School Reopening plan  Bubbles established both externally and internally (year groups).  Staff should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.	1	5	5

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		<p>equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> <p>The following indoor space requirements are followed at all times: Children under the age of two are given 3.5m<sup>2</sup> each. Children aged two are given 2.5m<sup>2</sup> each. Children aged three to five years are given 2.3m<sup>2</sup> each</p> <p><b>.Alternative Provision</b> – due to nature, you may wish to adopt whole school groups/bubbles as part of their system of control and in order to best meet the needs of their students.</p> <p><b>Behavioural / Educational Challenges</b> - Smaller groups to be allocated for educational or behavioral challenges</p>				<p>PPE use is voluntary unless dealing with intimate care of pupils this includes T shirts laundry bags etc. All stocks of PPE to be readily available in staffroom</p> <p>Physical distancing between groups of children and staff is implemented as far as possible.</p>			
Contact due to	Employees,	In addition to hygiene and	2	5	10	Bubbles established in year groups.	1	5	10

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layout or available space	children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)  Groups should limit sharing of spaces, rooms as much as possible All rooms are adapted or layout so to ensure Staff and pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other. Furniture to be removed where necessary .  Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls				Children are only to use their classroom and not enter any other classroom. Refer to outside plan.  Children to use their classroom toilet  Shared areas (IT room, tables in studio/hall, servery) will be cleaned before next bubble uses it  Increased emphasis on handwashing at start of sessions and social distancing. No sharing of resources e.g. paired reading.  Reminders of social distancing  Staff repeatedly briefed.  1:13 Nursery  1:15 Reception  1:30 Y1-Y2  1:30+ Y3-Y6			



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Activities encouraging Spread  Contracting Coronavirus	Employees, children/learners, contractors, visitors, members of the public, family members	School Assembly to be held with only 1 Group present  Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.  Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.  External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.	2	5	10	Music and PE staff to be aware of sanitising all shared equipment between groups.  Cancellation of woodwind class.  Cancellation of choir.  Extracurricular sport to continue with appropriate control measures as detailed in risk assessments.  Grassroots to provide own risk assessments for after school sports.	1	5	5
Educational	Employees,	Domestic (UK) overnight visits	2	5	10	Reviewed when guidelines updated by	1	5	10

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Visits	children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	and overseas visits are not currently permitted.  Non-overnight domestic educational visits can resume in Autumn Term 2020.  Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils to be kept in groups/bubbles,  Consider risk of location i.e. indoor or outdoor venues  All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.				the government.  As per school protocols.			
Early Years & Primary aged children – lack of understanding	Employees, children/learners, contractors, visitors, members of the public, family members	Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.  Monitor use of toilets – avoid over	1	5	5		1	5	5

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	Contracting Coronavirus	crowding  Promote & display hygiene information/posters/signs which are suitable for the age group e.g. <a href="#">e-bug Information &amp; posters</a>				Children to use their classroom toilet.  Only one person in toilet at any one time.  Children's posters next to wash station to encourage hand washing.			
Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care  If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance	2	5	10	PPE available in MI room, Community room and Staff room.	1	5	5
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the	Refresh school timetable to minimise contact – groups are kept apart, movement around site	1	5	5	Staff to be briefed about safe use of corridors i.e. stay to left, single file, no loitering.	1	5	

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	<p>public, family members</p> <p>Contracting Coronavirus</p>	<p>kept to a minimum.</p> <p>Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits as</p> <p>Content of lessons and learning activities which are suitable</p> <p>Outdoor lessons where possible</p> <p>Reduce movement around schools where possible</p> <p>No more than 1 Group – avoid large gatherings or collective worship with more than 1 group.</p> <p>Stagger break times/lunch times</p> <p>Meeting, toilet and welfare arrangements for staff. Use of staff room minimised although staff are to have a break of a reasonable length within the day.</p> <p>Enhanced cleaning is planned and specific tasks/roles are</p>				<p>Staff used to working in this way since reopening of school June 1<sup>st</sup> 2020.</p> <p>Refer to plan.</p>			

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		<p>agreed with site staff.</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place.</p> <p>* Minimise adult to adult contact and avoid gatherings at entrance points.</p> <p>*No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated</p> <p>All person/groups to keep to the lefts in corridors and when using staircases</p>				<p>Refer to school cleaning plan.</p> <p>COSHH risk assessments and safety data sheets are shared on the school 360 drive for all staff to view. A copy is also kept in the site supervisor's room.</p> <p>Children to use their classroom toilet.</p> <p>Only one person in toilet at any one time</p> <p>Staggered drop off /pick up times – 1 parent/guardian only to drop off/pick up.</p> <p>See appendix A from School Reopening plan on school reopening plan</p> <p>Signs throughout school informing children to keep to the left at all times when walking outside their bubbles.</p>			
Cross-contamination of resources, toys and	Employees, children/learners, contractors, visitors, members of the	Remove soft toys and furnishing or items difficult to clean from classroom	1	5	5	<p>Rotation of stock with 48/72 hours rest period.</p> <p>Cleaning of equipment using</p>	1	5	5

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equipment	public, family members  Contracting Coronavirus	<p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/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>Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as learning packs should be left in a secure area for 72 hours before being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid</p>				<p>disinfectant spray between use.</p> <p>Y1-Y6 to have individual pencil cases with own equipment.</p> <p>Homework and home readers to be quarantined to labelled storage boxes with timetabled log stating earliest time to be handled.</p> <p>Staff to mark in school wherever</p>			

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		<p>unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed now allowed.</p> <p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>Water bottles clearly labelled with child's name.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>				<p>possible minimising transport of books.</p> <p>Staff to wear gloves when marking books.</p>			
Transport to educational or childcare settings	Employees, children/learners, contractors, visitors, members of the public, family	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p><b>Dedicated school Transport,</b></p>	1	5	5	<p>Mini buses only to be used by children from the same bubble.</p> <p>All on bus to wear masks.</p>	1	5	5

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	members  Contracting Coronavirus	<b>including Statutory provision;</b>  <b>Wider Public Transport;</b>  Encourage walking or cycling to school for pupils, parents/carers and staff  Where possible parents/carers may drive pupils to & from schools				Additional cleaning.  Staggered arrival and departure times as communicated to parents.			
Contamination of outdoor play equipment	Employees, children/learners, contractors, visitors, members of the public, family members  Contracting Coronavirus	Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups.  Multiple groups must not use outdoor play equipment simultaneously.	2	5	10	To be reviewed when and if government guidelines change.	1	5	5
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs).  Communicate all plans to all	2	5	10	Daily briefings.	1	5	5



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	Contracting Coronavirus	<p>parents and young people (transport, drop off and collection times, lunch arrangements, etc),</p> <p>Communicate with visitors and contractors ahead of opening – signage to be displayed.</p> <p>Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.</p>				<p>Letter, Twitter, website.</p> <p>Signage and direction by Reception staff.</p> <p>Briefing of cleaning staff.</p> <p>Children cleaning desks periodically throughout day.</p> <p>Refer to cleaning plan for frequency of cleaning activities.</p>			
Poor mental wellbeing of staff and Pupils	<p>Staff, Pupils, Parent &amp; family members</p> <p>Stress, anxiety, panic, depression</p>	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance</p> <p>Communicate clear information on risks and controls measures in place – safe procedures,</p>	1	5	5	<p>Monitoring of any absence.</p> <p>Class teacher, support staff and school counsellor.</p> <p>Risk assessment and protocol on school website.</p>	1	5	5

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		<p>arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>				<p>Leave school at 4.30pm</p> <p>Website, newsletter, Twitter.</p> <p>Briefed by Reception staff.</p>			
Outbreaks and lack of Emergency Planning	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.</p> <p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours</p>	1	5	5	Plan in place.	1	5	5

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		<p>0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test &amp; Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>							
Dining & Catering	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance;</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>Detail what are your schools'</p>	1	5	5	Refer to School Kitchen specific risk assessment.	1	5	5

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		arrangements for Dining Halls, serving hot/cold food, staggered times, access and egress of groups to minimize contact, clearing away, enhanced cleaning, housekeeping				Allocation of 3 dining areas in hall x2 plus studio. Bubbles timetabled for specific areas. Cleaning of tables and servery between bubbles.			

**To be completed by the Individual undertaking the risk assessment:**

**Name:**

**Job Title:**

**Signature:**

**Date:**

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:**

**Job Title:**

**Signature:**

**Date:**

