



BCWCAT Risk assessment - Full Opening of School (September 2020)

School name: St. Columba's Catholic Primary

Assessment carried out by: Sarah Tolson

Date of next review: 9th Sept 2020

Date assessment was carried out: 31st August 2020

Activity: Full opening from September 2020 (COVID-19)

Standard of dress for activity (if relevant)	PPE required: Disposable Gloves, Aprons, Face masks, Goggles*	Other equipment used during activity: Cleaning equipment + bleach based household cleaning products
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Persons exposed (please tick):	Employees	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>	Expectant Mothers	<input type="checkbox"/>
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Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.

Physical Injury Hazards	Physical Agents and Hazardous Substances	Miscellaneous
Hit by moving vehicles	Hazardous substances	Display Screen Equipment
Contact with moving part of a machine	Micro organisms	Hot work/fire hazards
Hit by moving materials/substances i.e. water	Ionising radiation	Vibration
Fall(s) from height	Noise	Restricted access
Slips, trips and falls from the same level	Pressure systems	Manual handling
Contact with/ use of live electrical equipment	Ultraviolet light	Lone working
Contact with cold objects	Lasers	Confined spaces
Contact with hot objects	Flammable liquid/solids	Waste produced by activity
Contact with sharp objects	Extremes of Temperature	Stress
Impact with objects		Posture
Physical attack		Unauthorised entrance to site
Finger "nips"		
Danger to others from failure of Students/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>	

RISK MATRIX				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	What are the hazards?	Who might be harmed and how?	Risk rating prior to action (H/M/L)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Residual risk rating (H/M/L)	Done
A)	Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'	Children/ pupils/ Staff/ Others 1) Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high;	H	<ol style="list-style-type: none"> Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; Where staff or students who no longer need to shield (from 1st August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measured followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces; 	<ol style="list-style-type: none"> Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; When school is informed of a rise in community transmission rates to high, students or staff who have been advised to shield will be sent home and asked to work from home until notified it is safe to return; 	HTG with PACT HR	Already complete	M	
B)	Persons entering site with COVID19 symptoms	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community.	H	<ol style="list-style-type: none"> Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household; School and Nursery settings do not need to take student's temperatures every morning. <p>School to inform the local PHE Health Protection Team if you have a number of unconfirmed cases.</p>	<ol style="list-style-type: none"> Remind parents & staff that the 10 day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days (including siblings) from when the symptomatic persons first had symptoms. Remind staff, students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia) Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person. 	ST	by 17th July	M	

					<p>Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</p> <p>Have non-contact thermometers available in EYFS, KS1 and KS2. Take temperature if a child becomes unwell even if no temperature suspected.</p> <p>School testing kits for parents who might struggle to arrange a test.</p> <p>Phase leaders to take all team temperature every day.</p>			
C)	<p>COVID19 virus being accidentally brought onto the site.</p>	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School Nursery community; Some BAME Students & staff members are statistically at higher risk.</p>	H	<ol style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents; 4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times); 5. In the School Nursery Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens whilst dealing with staff; 6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups; 7. Look to rearrange desks within classrooms to forward facing and maximum distancing; 8. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact 9. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; 10. Minimise the number of contacts that a student has during the school day; 11. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and 	<p>Training with Staff on the first day back includes wider professional responsibility of maintaining social distancing outside of school and following current national legislation and guidance.</p> <ol style="list-style-type: none"> 1. Where settings can, keep students & staff in those small groups and maximise social distancing this will be planned; <p>Class groups Year groups Foundation Stage groups in this order, they should do so. Avoid, if possible, transitory contact, such as passing in a corridor, low risk;</p> <ol style="list-style-type: none"> 2. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing; 3. Designate groups that do not mix wherever possible to prevent potential spread; 4. Determine which lessons or classroom activities can take place outdoors; 5. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or Nursery building; 6. Keep small groups of students together throughout the day whenever possible and try to avoid larger groups of students mixing; <ol style="list-style-type: none"> a. Keep students in the same small groups each day, wherever possible, and different groups are not mixed, wherever possible; b. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used; c. Remind students to maintain distancing and not touch staff or their peers; 7. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups; 8. Outdoor play equipment to be more frequently cleaned 	ST	All planning complete by 13th July and shared with staff and parents by 17th July	M

				<p>minimising time spent within 1 metre of anyone;</p> <p>12. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day Different groups must not play sports or games together;</p> <p>13. If a child, young person or student becomes unwell with symptoms of coronavirus while in their school or Nursery setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p> <p>14. Whilst awaiting collection students should be isolated in a designated room, behind a closed door with the window open, and appropriate adult supervision;</p> <p>15. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so;</p> <p>16. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;</p> <p>17. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>18. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs.</p> <p>19. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell</p> <p>20. Ensure that all adults and students are aware to:</p> <p>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</p>	<p>9. Bins for tissues are emptied throughout the day.</p> <p>10. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated.</p> <p>a) Inform all in close contact to self-isolate for 14 days from last contact with individual, to go home;</p> <p>b) Instigate enhanced cleaning regime in all potentially contaminated areas;</p> <p>c) Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans;</p> <p>d) Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery;</p> <p>9. Arrange for areas around the pupils with symptoms to be cleaned with normal household disinfectant after the student has left to reduce the risk of spreading the infection on to other people;</p> <p>10. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.</p> <p>11. Document the schools planned enhanced cleaning schedule and make it available to all staff;</p> <p>a) include more frequent cleaning of rooms or shared areas that are used by different groups;</p> <p>b) Frequently touched surfaces</p> <p>c) Toilet areas used by different groups, or with a high usage;</p> <p>Hand sanitisers in all classrooms Sinks and toilets in areas shared between year groups to have designated sinks and toilets e.g Year 4 toilet/ Year 4 sink</p> <p>KS2 corridor to operate a one way system. Children cannot be unsupervised at any time. Only one class allowed on the corridor at a time. Cloakroom use is on a strict rota system so two year groups do not cross over.</p> <p>Direct teaching about good hygiene to pupils on the first day back</p>		
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				<ul style="list-style-type: none"> b. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for Students who have trouble cleaning their hands independently; <p>21. Maximise natural & mechanical ventilation throughout the school/Nursery setting.</p> <p>22. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas.</p> <p>23. Accessing Classrooms directly from outside where possible Provide local signage at the School;</p> <p>24. Stagger the following activities so that all students are not moving around the school/nursery at the same time:</p> <ul style="list-style-type: none"> a. Assemblies and limit to one group; b. Break times including lunch. Dining areas must be cleaned between groups; c. Drop-off & collection times; d. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School/Nursery setting where spaces are accessed by corridors; e. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time; <p>25. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;</p> <p>26. Parents/ Carers notified that if their child needs to be accompanied to the School/Nursery setting, only one parent/ carer should attend;</p> <p>27. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>28. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged</p>	<p>Cleaning record sheets on display in toilets- staff to initial</p> <p>28. 4 entrance points are used with staggered starts. No parents beyond the gates. EYFS gate and doors/ KS1 entrance by Nursery snicket/ Main gate/ Church gate Risk with main gate about children being dropped straight out of cars causing congestion and road safety risks minimised by signs saying NO STOPPING AND DROPPING and the presence of SLT Brendan to marshall so that cars do not stop here.</p> <p>Confusion around entrances could lead to parents being on the playground. Laminated signs for each area with drop off and pick up times</p> <p>28. Letter to parents/ FB posts with drop off/ pick up times. Children who are not collected on time cannot wait with children from other bubbles but must be minded by adults from their year group.</p> <p>29. Letter to inform parents not to gather and signs</p> <p>30. 3 staff rooms to operate for staff. EYFS/ KS1 in PPA room and KS2 in main staffroom. Fridge in each. 2 sets of toilets- bubbles do not cross over/ staggered breaks mean that only 4 people will be in the staffroom at any one time SLT on duty at lunchtime will monitor the hygiene and food safety around the provision of lunches/ no food carried open around school/ FM staff wear visors to serve</p> <p>31. No homework transferred from home to school or school to home. All homework on Google classroom or the website. READING BOOKS on a 1 week in use/ 1 week out of use system</p> <p>32. If you see another class on the corridor, do not enter the corridor.</p>		
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				<p>appointment, which should be conducted safely);</p> <p>29. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing;</p> <p>30. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19;</p> <p>31. Minimise the amount of shared resources taken home off the School/Nursery site & limit exchange of take-home resources between Students and staff;</p> <p>32. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can & must be cleaned in between users;</p> <p>33. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>				
					<p>33. PPA is taken in the staff rooms as only two people will be on PPA- staff sit socially distanced and clean area after use. Spray always provided.</p> <p>34. Staff meetings in the hall- 2 metres maintained by seating arrangement</p> <p>35. Meetings between teachers - masks to be worn</p> <p>36. Parents requested to wear a mask if they have to come into a classroom or attend a meeting with school staff. School staff to also wear masks in these meetings.</p> <p>37. Use of outdoor areas for meetings between staff where possible</p> <p>38. Two lunch time staff who are also cleaners- finish lunch by cleaning staff and pupil toilets</p> <p>39. Kitchen staff to wear masks and visors in consultation with Nigel at FM. SLT monitor visible hygiene relating to serving of food.</p>			
D)	Transport & journeys to/ from School	Children/ pupils/ Staff/ Others	M	<p>1. School Leaders encourages students to walk or cycle to their school/nursery where possible;</p>	<p>Survey families in the first week back to find out if any are coming to school by bus. Discussion with those families about the importance of face coverings. Add this into the letter.</p>			M

		Transmission of COVID19 to the School/ Nursery community;		<ol style="list-style-type: none"> 2. School Leaders will ensure that transport arrangements cater for any changes to start and finish times; 3. School Leaders will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 4. When using minibuses/ coaches: <ol style="list-style-type: none"> a. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers; b. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. c. Only designated groups to use at any one time; 	<ol style="list-style-type: none"> 1. School/Nursery Minibuses should not use 'face to face' seating layouts. 2. Face coverings must be worn at all times on public transport; 3. Process to be put in place for removing face coverings and explaining to students not to touch the front when using or removing, they must wash their hands on arrival, dispose face covering and wash hands again before heading to class; <p>Staff car park- staff to be aware when maneuvering and reversing.</p>				
E)	Pupil/ Child or adult displays COVID19 symptoms whilst at School.	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School community</p>	H	<ol style="list-style-type: none"> 1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; 2. If a child/pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; 3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; 4. PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs); 5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to; (BCWCAT GDPR policy in place) 	<ol style="list-style-type: none"> 1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan; 2. Education settings as employers can book tests through an online digital portal or by phone. There is also an option for employees to book tests directly on the portal. 3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person. 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action. <p>Use CSP flow chart for what to do if a child is sent home unwell.</p> <p>Hygiene room used as a temporary quarantine.</p>	ST and all staff	From 7th Sept	M	

				<p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>9. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>10. Where the child, pupil or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>11. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings;</p>				
F)	Extra Curricular Provision	Children/ pupils/ Staff/ Others Mixing of groups	H	<p>1. Accurate records of attendees and their grouping in school Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9 (HSE)</p>	<p>1. Consideration of children and pupils attending provision to minimise compromising of groups 2. Creating distinct and consistent groups within provision; 3. Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place Breakfast club from 8 is for Key worker placements only After school club is only offered until 4pm and is seated at zoned year group areas</p>	ST	Before 17th July	M
G)	Higher Risk Activities	Children/ pupils/ Staff/ Others 1. Infection in environments through music, singing,	H	<p>1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school worship/assemblies; 2. Contact sports must be avoided (e.g. football)</p>	<p>1. Music, limit group sizes to bubble, positioning students back to back or side to side. 2. No instruments to be shared 3. Increase room ventilation – open windows 4. Maximise social distancing in class rooms or consider outside locations.</p>	ST communicate with staff and PPA	Before 7th Sept	M

		chanting, playing wind or brass instruments or shouting. 2. Contact sports		3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use; 4. Activities such as active miles, active breaks and lessons and encouraging active travel whilst social distancing is encouraged.	5. Sport lessons to be undertaken outside wherever possible. 6. Groupings to remain constant 7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups;	providers			
H)	Stress upon staff members	Staff 1.Roles may be overlapping with greater demands in shorter term; 2.Parents may make increased demands upon staff; 3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.	H	1.Prioritisation of important tasks for the School community for that day/ week; 2.Regular feedback & updates for remaining staff as a group activity; 3.Staff kept informed of developments before Students/ children & parent community; 4.Staff aware of need to report concerns to School Management; 5.Governing Body/Academy Council aware of the need to support Headteacher & Leadership Team.	Minimise/ only essential contact with staff members outside working hours. Intensity of work due to four adults being responsible for maintaining their bubble and providing each other with breaks/ isolation from the wider staff- lessen impact of staff mental health by accepting that breakfast in the classroom and more frequent handwashing will take away from learning time and that this cannot be helped Staff are given regular supportive debriefs by SLT. Communication with staff informs them of sudden changes as soon as possible Staff are given opportunities through SLT check ins to raise H and S concerns. SLT have staff wellbeing as first item on SLT agenda. SLT include own well being in this.	AG and ST	ongoing	M	

Assessment authorised by Acting Headteacher

Print Name: Sarah Tolson	Signature:	Date:
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The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.

Internal Assessment Review

Reviewed by:	Review date: Daily/ Weekly	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:
Have new equipment or materials been introduced? (Y/N):	What:	New controls:

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/