

Coronavirus Risk Assessment for Autumn Reopening



School Name: Our Lady School			Date Assessed: 2nd September 2020 Review point: 10th November 2020 Review point: 4th January 2021 Review point: 5th March 2021 Review point: 12th April 2021			Assessed by: Ciara Nicholson/Sarah Snowball, Jill Westbury SLT and Governors				
Task/Activity: Wider school opening from Autumn 2020 during the coronavirus pandemic						Reference Number: V 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'. For non-teaching times the children will be grouped into 3 key stages of approximately 65 pupils each (infants, lower KS2, upper key stage 2). For the majority of the day the children will remain in class bubbles.</p> <p>Teachers and other staff will operate across different classes and year groups within the larger bubble (where possible) in order to facilitate the delivery of the school timetable; however, strict social</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>

						<p>distancing and hygiene will be followed at all times. We aim to limit this wherever possible and staff are only allocated to one bubble. The only mixing will be for safeguarding reasons.</p> <p>Rising stars (Sports coaches) will be onsite on a Wednesday and Thursday. They will teach PE to Y1-6. Teaching will take place outside where possible and coaches will remain at a distance from the children. Coaches will take a walkie talkie with them and if there is a need to be close to a child, they will contact the Teacher or TA linked to the bubble. Coaches will take regular lateral flow tests. Coaches will have lunch in the UKS2 staff room. Coaches will wear masks in indoor communal areas.</p> <p>After school clubs: These will commence wb 19th April – children will be kept in key stage bubbles and at least 1 member of staff will be associated with that bubble. All adult not in the bubble will remain socially distant. All clubs will take place outside.</p>				
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. If distancing or time limits are compromised, staff wear a mask</p> <ul style="list-style-type: none"> -meetings are to happen remotely -staff to eat lunch in classrooms or Allocated staff room (in bubbles) -briefings are to happen via e mail <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. Adults are to wear a visor and face mask (visors are not to replace masks)</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>	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>

						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. The children are sat in rows facing the front.				
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 whole school assemblies or collective worship with more than one group. Assemblies will take place in bubbles and will last for less than 15 minutes.</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. Communal room (Library, food teach, community room, music room) are used for intervention groups and allocated to specific bubbles.</p> <p>While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits. All staff will wear face masks when in communal areas.</p> <p>We will implement staggered break and lunch times (and allow time for cleaning surfaces in the dining hall between groups). Each KS will be offered a hot meal option and children are sat within KS bubbles in rows. Staff serve the children their meal.</p> <p>We will also plan how shared staff spaces are set up and used to help staff to distance from each other. Rota system</p> <p>Use of staff rooms will be minimised. We have 3 staff rooms to separate each bubble. Seating will be arranged 2m apart.</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>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</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. We have a designated waiting area for parents who are dropping off multiple children across the staggered entry. We request that parents wear masks as soon as they enter the school grounds and children remain next to their parents at all times.</p> <p>School transport will be used in the following means:</p> <ul style="list-style-type: none"> • By set bubbles; • Hand sanitiser used before boarding and unboarding; • Regular cleaning of transport; • Organised queuing and boarding; • Distancing where possible; • Face covering to be used (for those pupils over age 11) and for those who are interacting with those out with their bubble(s). <p>Educational visits to be conducted using normal means with social distancing and good hand hygiene measures in place.</p>				<p>School transport is not used</p> <p>All visits have been postponed at this time.</p>
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.</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>	3	5	10	<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>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</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. Subjects have been blocked so that each class uses one set of subject resources per week.</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>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 are allowed.</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>New and expectant mothers risk assessment completed. Acting DHT is pregnant.</p> <p>Windows opened to allow ventilation.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p>				Local lockdown action plan to be put in place.
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						<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>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. The children will come to school in their PE kits on PE days to avoid classroom changing.</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 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. 	3	5	10	
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>	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>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>				<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 exposed to coronavirus	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> <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>	3	5	10	<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>
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</p>	3	5	10	

						<p>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>				
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	10	<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	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required). Increased number of stations outside.</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p>	3	5	10	

						<p>Toilets and kitchen area to be regularly cleaned.</p> <p>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</p>				
Working in the school	Infection control including face coverings	Staff Visitors Delivery drivers Pupils Volunteers	5	5	25	<p>Refer to policy and ensure all staff are aware of its contents and new protocols.</p> <p>Refer to guidance on face coverings in education.</p> <p>Decontamination – following advice/guidance from the Health Protection Team.</p> <p>Refer to guidance and posters (where required).</p> <p>Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</p> <p>Ellis Whittam COVID-19 Daily Management Checklist to be used.</p> <p>‘Staying COVID-19 Secure in 2020’ poster in place at reception.</p>	3	5	10	<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>
Working in the school	Contact with delivery drivers / contractors 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>	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>

					<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> <p>Wrap around care (Buddies) Wrap around care will commence Wb 12th April – Their own Risk assessment will be adhered to (copy kept in school office). Staff will wear masks if unable to socially distance from adults. All rooms will be cleaned before and after use.</p> <p>Lettings These will commence during the summer term. Individual lettings will be expected to provide their own risk assessment. Adults will be required to wear a face covering when in communal areas. All rooms/equipment used should be cleaned down before and after use.</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
2 nd September	Ciara Nicholson, Jill Westbury	Review by end of September once systems have been tested. Weekly meeting to occurs between SBM, HT and Site Manger
10 th November	Ciara Nicholson, Jill Westbury	Reviewed and updated
4 th January 2021	Ciara Nicholson, SLT and governors	Reviewed and updated

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