

## General Risk Assessment Form

<b>SCHOOL / DEPARTMENT</b>	St Vincent's VC Academy - Trust Primary Schools (September	<b>LOCATION / SITE</b>	Whole Site
<b>ACTIVITY</b>	Coronavirus (COVID-19)	<b>ASSESSOR(S)</b>	S Teasdale & J Foster (P Donnelly)
<b>DATE OF ASSESSMENT</b>	29.10.2020	<b>NEXT REVIEW</b>	Ongoing
<b>REASON FOR ASSESSMENT</b> (i.e. initial, periodic review, following an incident etc)	To provide a COVID-19 Secure environment across all St Cuthbert's Roman Catholic Academy Primary Schools	<b>PERSON / GROUP AT RISK</b> (i.e. staff, visitors, contractors,	Staff / students / visitors / contractors / members of the public

Consequence	Description	Likelihood	Description
<b>Extreme 5</b>	Fatality.	<b>Certain 5</b>	Expected to occur in most circumstances.
<b>Specified 4</b>	As specified injury as defined in RIDDOR	<b>Likely 4</b>	Will probably occur in most circumstances.
<b>Serious 3</b>	An >7-day injury, dangerous occurrence or reportable disease as defined in RIDDOR	<b>Possible 3</b>	Might occur at some time.
<b>Minor 2</b>	Injury resulting in an absence from work or being unable to undertake normal duties for >1 but <7 days.	<b>Unlikely 2</b>	Not expected but conceivable, could occur sometime.
<b>Trivial 1</b>	Injury resulting in an absence from work or being unable to undertake normal duties for <1 day.	<b>Rare 1</b>	Not expected and would only occur in exceptional circumstances.

### Risk Rating = (C) x (L)

<b>16-25</b>	<b>Prohibited</b>	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures required.
<b>12-15</b>	<b>High</b>	Tolerable if actions met	Work should be strictly limited until the risk has been reduced. Can only be undertaken with the written consent of the Head of Service. Additional risk control measures required.
<b>6-10</b>	<b>Medium</b>	Tolerable if actions met	Control measures as a minimum meet legislative requirements. Actions taken to reduce risk to as low as reasonably practicable. Additional risk control measures may be required.
<b>1-5</b>	<b>Low</b>	Acceptable if actions met	

Hazard	<p style="text-align: center;"><b>Controls</b></p> <p style="text-align: center;">Procedures and precautions <b>currently</b> in place</p>	<p style="text-align: center;"><b>Consequence (C)</b></p> <p style="text-align: center;">1=Trivial 5=Extreme</p>	<p style="text-align: center;"><b>Likelihood (L)</b></p> <p style="text-align: center;">1=Rare 5=Certain</p>	<p style="text-align: center;"><b>Risk Rating</b></p>	<p style="text-align: center;"><b>Residual Risk Control</b></p>
<p><b>Effective infection protection and control against COVID-19</b></p>	<p><b>Physical Site</b> adaptations to be followed:</p> <ul style="list-style-type: none"> <li>• A zoning model "Class Group Bubbles" has been implemented to reduce contact and maximise distancing across the site.</li> <li>• 'Phase Bubbles' will be used for staggered breaks and lunch times</li> <li>• Classes to have designated drop-off and collection points with staggered timings to minimise the number of parents on site at any point.</li> <li>• In wrap around care, such as breakfast club we can enable wider groups to come together, however, this will be under strict distancing measures.</li> <li>• Mixing of wider groups may be required for specialist teaching, in which case, the pupils should be separated, according to social distancing guidelines.</li> <li>• Class bubbles can share toilet blocks but toilet breaks should be staggered or managed one pupil at a time if pupils appear from different bubbles. Staff must be vigilant in this area.</li> <li>• Cloakrooms will be for allocated Phase Bubbles</li> <li>• Class desks must be set up facing forward / maximising distancing</li> <li>• All settings must only have essential furniture, equipment and resources.</li> <li>• Staff facilities to have maximum occupancy signage and welfare breaks to be managed accordingly.</li> <li>• Perspex screens are fitted to internal office spaces where required.</li> <li>• Essential visitors within the school building by appointment only.</li> </ul> <p>Measures within the classroom:</p> <ul style="list-style-type: none"> <li>• Adults must try to maintain a two-metre distance from children, although it is accepted that this may not always</li> </ul>	5	2	10	

	<p>be possible, depending on the age and understanding of the pupils.</p> <ul style="list-style-type: none"> <li>• PE to be outdoor where possible, children to come into school in full PE Kit on PE days.</li> <li>• Adults should maintain a safe social distance from other adults at all times.</li> <li>• Staff should try to avoid/limit close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Individual risk assessments will be in place for SEND pupils where required.</li> <li>• Collective worship and assemblies will not happen in large groups. These will take place in class bubbles.</li> <li>• Movement around school should be limited and managed. Playtimes and lunch times will be staggered.</li> <li>• One-way systems should be put in place where possible.</li> <li>• Windows and doors must remain open where safe to do so.</li> <li>• CIBSE guidance on ventilation implemented in all settings.</li> </ul> <p><b>Regular Cleaning</b> to be undertaken:</p> <ul style="list-style-type: none"> <li>• Daytime cleaner/s are employed to cover all areas.</li> <li>• A cleaning schedule is in place to deliver: <ul style="list-style-type: none"> <li>-more frequent cleaning of rooms and areas</li> <li>-regular cleaning of frequently touched surfaces</li> <li>-regular toilet cleaning</li> <li>-cleaning of shared areas between use.</li> </ul> </li> <li>• Lunchtime supervisors and staff to support cleaning across lunchtime.</li> <li>• General cleaning duties performed using anti-vital cleaning products (COSHH assessed) and specialist equipment as necessary e.g. fogging machines.</li> <li>• COVID cleaning kits available in each teaching space.</li> <li>• Enhanced daily cleaning schedule to all catering areas.</li> <li>• Enhanced daily cleaning routines across the site.</li> </ul> <p><b>Regular hygiene</b> routines to be followed:</p>				
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	<p><b>Clean hands thoroughly more often than usual</b></p> <ul style="list-style-type: none"> <li>• All hand washing protocols apply as per coronavirus (COVID-19) risk assessment issued to all schools in March.</li> <li>• Pupils must wash hands on entry to school, at breaks and lunchtimes, after changing rooms, at the end of the school day and after sneezing/coughing.</li> <li>• Additional hand sanitisers are available in every classroom and at key points around the school building and entrances</li> <li>• Pupils must receive reminder lessons frequently around how to wash hands and the use of sanitiser, this must become part of school routines and culture</li> <li>• Younger pupils and those with complex needs may be helped to washed hands properly.</li> <li>• When using hand sanitiser pupils must be supervised given risks around ingestion</li> <li>• Regular checks by site team to ensure additional hand soap available in every classroom and in all other handwashing locations</li> <li>• Hand driers have been decommissioned and paper towels provided.</li> <li>• Toilet lids to be put down prior to flushing.</li> </ul> <p><b>Ensure good respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• The 'catch it, bin it, kill it' approach must continue to be promoted and implemented across school. Pupils will have individual packs of tissues and nappy bags to support disposal. Tissues will be placed in individual small liners and then into the double lined bin and hands washed straight after use.</li> <li>• Lidded bins available in each classroom and key areas, these will be double bags and emptied regularly throughout the day</li> <li>• Gloves and disinfectant available for adult use in classroom if required (for example a pupil should sneeze on equipment) or if younger pupils or those with complex needs require support.</li> </ul> <p><b>Facemasks</b></p>				
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	<ul style="list-style-type: none"> <li>• SCRCAT facemasks will be provided to all staff. They should be worn when not in the group bubble and moving around inside the school in communal spaces where social distancing may not be possible.</li> <li>• <b><i>As a school we require parents/ carers/visitors to wear a mask in any location where social distancing may not be possible such as playgrounds at drop off and collection times.</i></b></li> </ul> <p><b>School routines:</b></p> <p>Please refer to updated Behaviour Policy available on school website.</p> <ul style="list-style-type: none"> <li>• Any staff, student or visitor displaying symptoms, or with household members displaying symptoms, must not board transport or attend school. They must engage with NHS Test and Trace immediately.</li> <li>• If anyone staff become unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and instructed to engage with NHS Test and Trace immediately.</li> <li>• If a child presents with a symptom a member of SLT must be informed, they will put on PPE and take the child to the designated isolation area until they can be collected. Dependant on the age of the pupil social distance must be maintained if possible.</li> <li>• The isolation area must be deep cleaned once the pupil has left.</li> <li>• Staff, pupils and essential visitors only on site at anytime.</li> <li>• <b>Any essential visitor to the site will be asked to make a visitor agreement to uphold the safe-working practises in school</b></li> <li>• Local arrangements to be made with suppliers or contractors to ensure safe delivery or working.</li> </ul>				
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	<ul style="list-style-type: none"> <li>• Staff to continue cleaning highly touched items like desks, door handles, mice, keyboards and telephones with antibacterial wipes.</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• Frequently used stationary, such as pencils, will be provided, clearly labelled and put in clear plastic boxes.</li> <li>• Equipment such as books/games can be shared within the class bubble and will be cleaned regularly. Equipment for such as science, art and PE will be cleaned frequently and meticulously after use as they will be used by more than one bubble (or to be left unused for 48 hours, 72 hours for plastics)</li> <li>• Pupils will only bring essentials into school; book bag, lunch bag, water bottle and coat. These will be kept within the bubble.</li> <li>• Playtime equipment will be specific to each bubble and remain within the class bubble</li> </ul> <p><b>Signage &amp; communication</b></p> <ul style="list-style-type: none"> <li>• Pupil drop off and pick up points to to be clearly communicated to parents/carers and signposted.</li> <li>• Effective signage to help staff, pupils and visitors navigate safely around school.</li> <li>• Accessible communication to staff and families to help them understand what the COVID-19 routines are, how to comply with them, and why they are needed.</li> <li>• Local arrangements for translation or other support to access information on signs or communications to pupils and families.</li> </ul> <p><b>PPE</b></p> <p>(kite marked) is available onsite for staff members involved in medical, complex or intimate care procedures, isolation area staff also for cleaning staff, to include:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Face Shields</li> <li>• Face masks</li> </ul>				
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	<ul style="list-style-type: none"> <li>• Fluid protection aprons</li> <li>• PPE boxes to be kept in each bubble for quick access. Checked and restocked regularly.</li> </ul> <p><b>Higher Risk Staff</b> (including BAME) will be offered a personal risk assessment to inform the decision regarding deployment back to the on site workforce. This may include additional mitigation measures where appropriate.</p> <p><b>Response to infection:</b></p> <ul style="list-style-type: none"> <li>• All staff and parents/carers must engage with NHS Test and Trace immediately.</li> <li>• All staff and parents/carers must inform the school of any confirmed COVID-19 cases amongst the school community.</li> <li>• Local health protection advice will be followed in the event of a local outbreak.</li> </ul>				
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<b>Manager's Name: S Teasdale</b>	<b>Manager's signature:</b>	DATE	
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## **PART TWO – ADDITIONAL COMMENTS**

1. Implementation of the “System of Controls” in conjunction with this revised risk assessment will significantly reduce the risk of transmission of infection
2. Coronavirus (COVID-19) Higher Risk & BAME Staff Risk Assessment to be used in conjunction with this risk assessment
3. Coronavirus (COVID-10) Local Primary School Risk Assessment to be used in conjunction with this risk assessment
4. This risk assessment needs to be communicated to all employees to ensure that they are fully aware of all control measures
5. These are important actions that we can implement to prevent the spread of Coronavirus.
6. They are based on the hierarchy of controls as follows:
  - Minimising contact with anyone with symptoms
  - Regular handwashing and sanitising
  - Good respiratory hygiene – “catch it, bin it, kill it” and wearing of facemasks indoors in communal areas where social distancing may not always be possible
  - Regular cleaning of frequently touched items & surfaces
  - Minimising contact and mixing on site by implementation of zoning
7. The risk assessment is to be reviewed on an ongoing basis as per government guidance
8. Review and revise the controls to address any new hazards or higher risks which arise.
9. Important links to government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>