

Educational Setting	St Bede's Inter-Church School
Activity / Task	COVID-19 Risk Management Assessment
First Completed by & Date	July 2020 by SLT
Review Dates	3 rd September 2020 and again 19 th October 2020 by St Bede's Inter-Church School Governors' Health and Safety Committee. Latest review 13.01.2021 following the introduction of lateral flow tests in schools and remote learning during the third national lockdown.

RISK ASSESSMENT

Issue?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	<ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. clean hands thoroughly more often than usual 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. minimise contact between individuals and maintain social distancing wherever possible 6. where necessary, wear appropriate personal protective equipment (PPE) 7. Conducting weekly lateral flow tests for all staff and students who attend school, in line with DfE guidance December 2020. 	<ol style="list-style-type: none"> 1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Is there suitable and sufficient PPE available for this? 2. Are there sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations? Are there sufficient wash basins available? 3. Are there sufficient stocks of tissues and disposal bins available for all classrooms? 4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? 5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? 6. Are their sufficient stocks available in the locations it is likely to be needed? 7. The school community should be aware that lateral flow tests offer no guarantee that COVID is not within the school community. "Hands, Face and Space" precautionary measures must remain in force. 	<ol style="list-style-type: none"> 1. SLT to identify additional medical room capacity 2/3 DH/CK to order additional supplies of sanitation products 4. CK/DH Appoint additional cleaners 5. AD to organise 6. CK/DH to monitor training 7. Reminders to be given by staff when tests are administered. 	<ol style="list-style-type: none"> 1. 01/09 2/3. 17.07 4. 01/09 5.01/09 6. 01/09 7. 04/01 	<ol style="list-style-type: none"> 01/09 01/09 07/09 01/09 01/09 04/01

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Response to any infection	<ul style="list-style-type: none"> 7. engage with the NHS Test and Trace process 8. manage confirmed cases of coronavirus (COVID-19) amongst the school community 9. contain any outbreak by following local health protection team advice 	7. Do members of staff know what is required of them?	7/8/9 KT to produce flow diagram	7/8/9 17/07	01/09 01/09
Contingency planning for a further outbreak	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	School to be zoned into Year group “bubbles” In the event of a further outbreak, a year group could be sent home.	MCH to schedule	17.07	01/09
Social Distancing in school	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible • The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. 	The school site has been divided into 5 x zones, one for each year group. Students are taught exclusively within a zone to avoid any mixing of year groups	OL to timetable	For the start of term	01/09
Wearing of face coverings	<ul style="list-style-type: none"> • Whenever it is not possible to maintain social distancing indoors (but not in a lesson or when eating) staff, visitors and students will be required to wear a face covering. 	Exemptions will be permitted for anyone with a medical reason that prevents them wearing a face covering	AD to write to parents to inform	Before the start of term	01.09
Staggered end to school day	<ul style="list-style-type: none"> • Intervals of five minutes between year groups leaving their last lesson to go home 	Staff to supervise the school gate and disperse groups of more than six people	OL to arrange rota	Before the start of term	01.09

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Cleaning	<ul style="list-style-type: none"> • The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	<p>DH/CK to consult with cleaning company to ensure they are ready for any outbreak.</p> <p>An additional cleaner will be work during school hours to clean frequently touched surfaces</p>	Before 01/09	01/09
Lunchtime Clubs and activities	<p>Year group bubbles must be maintained.</p> <p>Social distancing measures should be in place</p>	<p>Any lunchtime activities can only be for students from a single year group, unless they do not involve meeting in person.</p> <p>Children should be supervised to ensure safe social distancing and hygiene standards are maintained</p>	CW	By 11/09	01/09

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Lunchtime Catering facilities	<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queuing Different lunch periods 	<ul style="list-style-type: none"> Simplified menu Zoned eating areas by Year Group Delivery of food to areas to avoid queues Pre-payment to avoid students touching screens 	AD, CK and DH to meet Pabulum	15/07	01/09/
Fire Safety	<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<p>Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.</p> <p>Ensure 2m gap between Year group registration points</p>	MCH	01/09	01/09
Access/Egress of school building	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. 	<ul style="list-style-type: none"> Consider school arrival arrangement to reduce congestion. Clear signs to be displayed to remind students of entrances and exits for different year groups Any shared areas must only be accessed from outside the school buildings, such as Reception and the Chaplaincy 	OL	01/09	01/09
First Aid	<ul style="list-style-type: none"> Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. 	<p>Training for First-Aid Staff in the use of PPE.</p> <p>Information requested for staff and students especially vulnerable to COVID, to enable individual risk assessments.</p>	<p>JG to arrange training</p> <p>AD to request information</p>	<p>02/09</p> <p>By 01/09</p>	<p>01/09</p> <p>01/09</p>

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	<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	Training in appropriate wearing of PPE	JG	Before start of term	01/09
Waste	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	DH New daily cleaning staff to be trained	By 01/09	01/09
Break/Lunch times	<ul style="list-style-type: none"> The school will Zone breaks/lunchtime areas to achieve the social distancing between Year Groups. 	Signs, barriers and reminders of areas to be used by each year group	MCH	By 01/09	01/09
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Arrangements for home working to be considered.	CK for staff JM for students	By 07/09	01/09
Contractors	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	All routine scheduled works to be considered for 2020-2021	DH	01/09	01/09

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Hygiene	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Ensure supplies are available Ensure routines are established 	DH SLT	01/09	01/09
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact your competent Health & Safety Adviser. 	<ul style="list-style-type: none"> All tests for COVID should be recorded and positive test results shared with relevant authorities 	JG	From 01/09	01/09
Behaviour	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Training for staff Training for students 	AD Heads of Years	02/09 W/B 07/09	01/09 01/09
School Staffroom	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<p>The Library is to be used as a work space for teaching staff and TAs.</p> <p>The Quad near the Reception is to be used a dining area for staff.</p>	MCH	Before 01/09	01/09

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Dedicated school transport,	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<p>Seating plans by Year Group</p> <p>Compulsory Facial Coverings, as mixed year groups travel together.</p>	OL	Before 01/09	01/09
Use of School Minibus	The school minibus can only be used to transport children from the same year group and face coverings must be worn.	Anyone booking the minibus must be reminded to adhere to the guidelines for face coverings, cleaning, and single year group passengers	DH	01/09	01/09
Learning outside the classroom (day trips, etc.)	<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination 	<p>For more information contact Stephen Brown (Outdoor Education Adviser)</p> <p>Postpone all trips and visitors during the Autumn Term and then review.</p>	SLT	01/09	01/09
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> • Review activities to maintain social distancing and Year group bubbles • Outside visitors should only be invited to school if they can maintain a 2m distance from members of the community 	Plan House events online	CW	From 07/09	01/09

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Physical activity	<ul style="list-style-type: none"> Outdoor sports should 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 Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<p>For more information contact lan Roberts (Specialist Adviser - Physical Education and School Sport)</p> <p>Students not to change for PE</p>	PE Dept	Before 01/09	01/09
Signage	<ul style="list-style-type: none"> What signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.? 	Directional signs, hygiene reminders, social distancing reminders	AD, JG and DH	01/09	01/09
Lettings	Minimise risk of infection on the school site by strict control of letting facilities	Lettings can only be permitted if the areas used can be deep cleaned prior to use by students. This particularly applies to furniture and toilets.	DH	01/09	01/09

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Enforced school closure due to a national lockdown	<p>Introduce remote learning for students (see remote learning guide on school website)</p> <p>Enable access for students to attend school, as necessary, for children of critical workers or children with vulnerabilities, within existing Year Group Bubbles.</p> <p>Supply IT equipment, FSM supermarket vouchers and offer welfare calls to identified students.</p> <p>Agree staffing schedule on site and for those staff working remotely from home.</p>	<p>Ensure effective communication with all members of the school community.</p> <p>Establish monitoring systems to ensure all students are engaging with remote learning.</p> <p>Continue to share required attendance and track and trace data to relevant authorities during the period of school closure.</p>	SLT and Admin and Resource Managers to meet regularly to ensure effective systems are established and maintained	5.01.2021	05/01

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)