





RISK ASSESSMENT: Opening of St Bonaventure's Catholic Primary school following government guidance dated July 2021

Date of Assessment: WB: 09/08/21 Assessed by: Sarah Ballantine in consultation with SLT and governors

Section 1

MAT/Establishment/Section/Team: St Bonaventure's Catholic Primary School	Date of Assessment: WB: 09/08/2021	Review date: In response to local and government guidance.
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: 1. Sarah Ballantine (head teacher) 2. Stephanie Woolley (deputy head teacher) 3. Carol Simpson (school business manager) 4. Eduardo Romero (chair of governors) DATE: 11/08/21	Staff signatures: 1.  2.  3.  4.  We have read and understood this RA and our role in its implementation.	

BACKGROUND AND CONTEXT:

This risk assessment has been written in response to the government announcement to move to step 4 of the coronavirus roadmap. The risk assessment will be reviewed in response to updates to government guidance and any examples of shared 'best practice' that we receive through collaboration with NW24 and Newman partnerships.

Part 1:

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards?	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating ? (See Risk Rating Matrix Table 2)
Preparation for reopening:						
Preparation of the building.	Building & systems not functioning safely after a period of closure.	All staff and pupils	serious	All systems to be recommissioned before term 1 2021 (water, electricity, gas). Fire systems to be checked including all fire doors, fire alarms and emergency lighting. Deep clean to take place during summer holiday period.	low	low
Management of expectations within the school community.	Anxiety within the school community.	All members of the school community	serious	Communication with parents about term 1 arrangements will take place at the end of term 6 and then updated if necessary at the start of September. Parents will also be kept informed about operating arrangements as we move through term 1.	medium	medium

				<p>In advance of term 1 parents will be informed of the following:</p> <ul style="list-style-type: none"> • Drop off/collection times • Reminder of COVID home/school agreement • Uniform requirements • Lunch arrangements • Extended services provision 		
Staff wellbeing.	Staff anxiety.	All staff	serious	<p>Communication with staff about term 1 arrangements will take place at the end of term 6 and then reviewed regularly as we move through term 1.</p> <p>HT/DHT/SBM to provide an update to Chair of governors/Vice Chair of Governors on a regular basis.</p>	medium	medium
Staff training.	Staff not aware how to work safely when school reopens in September 2021.	All staff	serious	<p>Staff will be fully briefed on term 1 operating arrangements on September inset.</p> <p>Staff briefings will continue to be used to keep all staff up to date on current COVID operating arrangements.</p>	low	low
Individual requirements.	Members of the school community (pupils, parents, staff) who require amendments and support following the government advice	Identified members of staff	serious	Members of the school community who previously were shielding or living in a household where a member of their household was shielding may require support returning to normal operating arrangements. HT to meet with	medium	medium

	that they no longer need to shield. Members of the school community who are pregnant.			individuals and adjustments will take place as and when required. Pregnant staff will have an individual risk assessment which identifies the risks for them in their specific role.		
Pupil and parent welfare.	Pupil and parent anxiety caused by impact of pandemic and/or transitions as we return to normal operating arrangements.	All pupils and parents	serious	Use following communication/strategies with families: <ul style="list-style-type: none"> • Weekly newsletters, emails and text messages as appropriate. • Individual phone calls to, and/or meeting with parents as and when necessary. One year group teacher to be available on the gate each morning to greet parents and their children.	medium	medium
Provision of first aid.	Pupils require first aid treatment.	All pupils	minor	First aid to continue to be carried out by the year group first aiders either in the classroom or on the playground. First aid to be recorded in the class first aid files kept in each classroom but the member of staff administering the first aid. In the case of a significant accident the teacher/LSA/additional adult in the pod should contact the first aider in the school office for assistance.	medium	low

Use of personal protective equipment (PPE).	Government guidance no longer advises staff/parents/visitors must wear a face covering in communal areas/whilst on school site.	All pupils and staff	serious	<p>In order to continue to protect the vulnerable members of our school community, staff/parents/visitors are encouraged to wear a face mask whilst in busy, communal areas of the school site and building.</p> <p>All members of our school community are encouraged to be respectful of each other and the choices that individuals make as we transition to normal operating arrangements post pandemic.</p>	medium	medium
Prevention:						
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.	Pupils, staff and other adults come into the school with coronavirus.	All pupils, staff and their families	major	<p>All staff and regular volunteers have been issued with lateral flow home testing kits and asked to complete 2 tests each week prior to attending school (Wednesday & Sunday). Staff/volunteers with a positive test outcome must contact NHS to arrange a PCR test and not come to work.</p> <p>Parents are request to sign the COVID home/school agreement at the start of term 1.</p> <p>Staff, volunteers & pupils with households displaying symptoms not allowed to attend school and should follow 'stay at home: guidance for households with possible or confirmed</p>	medium	high

				<p>coronavirus': https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If a child is suspected of having COVID19 whilst in school, a member of staff must isolate them using identified isolation room, wear appropriate PPE for supervision, ensure the room is well ventilated. If they need to use a bathroom while waiting for collection this must not be used by anyone else and must be cleaned and disinfected thoroughly after their use.</p>		
Frequent & thorough handwashing.	Insufficient handwashing of pupils, staff and other adults.	All pupils, staff and other adults	minor	<p>All pupils, staff and other adults to wash their hands regularly throughout the school day.</p> <p>Class teachers to ensure there is a routine for handwashing built into the school day.</p> <p>Handwashing poster is displayed in their classrooms and in the year group toilets.</p> <p>Hand sanitiser to be available in every room and in communal areas throughout the school. Use of hand sanitiser to be supervised in EYFS & KS1.</p>	medium	low

				<p>Antiseptic cleaning wipes can be used with all pupil with high need SEN.</p> <p>Social stories to be used with pupils with complex learning needs so they understand the need to frequently wash hands.</p>		
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'.	Germ spread through the incorrect disposal of tissues, and coughs and sneezes.	All pupils, staff and other adults	minor	<p>Promote the 'catch it, bin it, kill it' approach with whole school. Class teachers to display posters in each classroom & in communal areas of the school building. Remind parents in weekly newsletter when appropriate.</p> <p>Social stories to be used with pupils with complex learning needs so they understand the need to dispose of used tissues correctly.</p> <p>Staff working with pupils who are orally stimulated to be provided with antibacterial wipes.</p>	medium	low
Maintain appropriate cleaning regimes.	Shared/communal areas and frequently touched surfaces are infected with COVID19 germ.	All pupils, staff and other adults	serious	<p>The following cleaning schedule will be implemented:</p> <ul style="list-style-type: none"> • Daily cleaning of all classrooms. • Regular (twice a day) cleaning of classrooms and frequently touched surfaces (tables, door handles etc) Class teachers/LSAs to clean frequently used surfaces in the morning and the afternoon 	medium	medium

				<p>sessions. Caretakers to clean corridor/communal door handles/hand rails/exit buttons in the morning and the afternoon throughout the school.</p> <ul style="list-style-type: none"> Regular cleaning throughout the school day of all shared toilets by caretakers. 		
Keep occupied spaces well ventilated.	Classrooms and shared communal areas are not well ventilated and a comfortable teaching environment is not maintained.	All pupils, staff and other adults	serious	<ul style="list-style-type: none"> All classrooms to ensure top windows remain open at all times. Internal classroom doors to be kept open at all times. External classroom fire doors to be opened when the children are on play or lunch break to ensure the classroom has regular ventilation and air flow. All hall windows and other communal spaces (staffroom, DT, music room) have their windows open at all times. 	medium	medium
Reintegration of pupils following the removal of the requirement to keep children in consistent groups (pods).	<p>Children mixing with children outside of their year group causing:</p> <ul style="list-style-type: none"> COVID to be passed between year groups and households. 	All staff, pupils and parents	serious	<ul style="list-style-type: none"> All pupils to arrive at school between 8.40-8.50 using both front and back gates. Parents of children in Year 1-6 to drop off at the allocated gate. 	medium	medium

	<ul style="list-style-type: none"> Children experiencing anxiety and behaviour difficulties due to the increased number of children in shared areas of the school. 			<ul style="list-style-type: none"> Pupils to play outside in mixed year groups in allocated areas: R,1&2; 3&4; 5&6. Each year group allocated 30 minutes in hall, 30 minutes outside play in allocated area. Children do not need to sit in hall and wait for their year group to finish, they can move to the allocated play space outside. Groups: Yr1,2&3; Yr 4,5&6. Assemblies will take place in the hall twice a week with max. of 2 year groups at any one time. Children's desks in the classroom can return to arrangements of groups e.g. 6 per table. Reading books do not need to be quarantined. The one-way system in the school building will remain for pupils. The office will remain a knock and wait area. Registers will be kept outside the HT office. Parents are asked to email or phone the school office and only visit the school office if necessary to do so. Parents will be asked to 		
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				<p>wait outside to avoid congestion in this area of the school.</p> <ul style="list-style-type: none"> Breakfast club will remain in the school hall. ASC will return to DT room & music room. Parent will drop off and collect from front side gate via intercom. 		
Response to any infection:						
Follow public health advice on testing, self-isolation and managing confirmed cases of COVID19.	Pupils, staff and other adults develops COVID19 symptoms or has a positive test result.	All pupils, staff and parents.	major	<p>Pupils, staff and other adults displaying COVID symptoms will not be allowed into school.</p> <p>Parents will be asked to sign the home school COVID agreement at the start of term 1.</p> <p>Pupils, staff and other adults will not be allowed to come into school if they have had a positive lateral flow or PCR test result.</p> <p>Pupils, staff and other adults who begin to display symptoms in school will be sent home. The siblings of any pupil displaying symptoms should also return home and the household should follow the guidance:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-</p>	medium	high

				households-with-possible-coronavirus-covid-19-infection Whilst a pupil is waiting collection they will wait in the isolation room. The room will be cleaned after they have left.		
Asymptomatic testing	Staff and other adults do not engage in lateral flow testing.	All staff and other adults.	minor	Staff will be asked to continue using lateral flow tests twice a week for the duration of term 1. Volunteers and regular visitors will also be asked to continue using lateral flow tests before coming onto school site. Staff, pupils and other adults with a positive lateral flow will be asked to get a PCR test as soon as possible and asked to self-isolate whilst they await their result.	medium	low
Confirmatory PCR tests	Staff, pupils and other adults with positive PCR tests do not self-isolate.	All staff, pupils, parents and other adults.	major	Staff, pupils and other adults with symptoms of COVID19 and who are waiting for a PCR test outcome should self-isolate. Pupils, staff and other adults who have a positive PCR test outcome will not be allowed to return to school until 10 days after their PCR test.	medium	high

				Pupils, staff and other adults contacted through Test and Trace will be asked to self-isolate.		
Measures in place for pupils engaging with home learning:						
Provision of remote education for pupils required to self-isolate	Pupils are required to self-isolate due to being identified by Test and Trace as a close contact or testing positive on a PCR test.	All pupils, parents and staff.	minor	<ul style="list-style-type: none"> Pupils who are at home self-isolating and are well enough to complete school work will move to stage 1 of the home learning contingency plan. 	medium	low
Provision of remote education for pupils required to quarantine	Pupils are required to quarantine unexpectedly on return from abroad.	All pupils	serious	<ul style="list-style-type: none"> Parents will be reminded before each holiday period that self-isolation requirements should not disrupt the legal requirement for their child to attend school. 	medium	medium
Provision of remote education for pupils who are within the school's definition of vulnerable.	Vulnerable pupils may not be able to access educational support during self-isolation period.	All vulnerable pupils who are self-isolating	serious	<p>In the event of a vulnerable pupil isolating due to COVID19, the following will take place:</p> <ul style="list-style-type: none"> Class teacher to make daily contact with the pupil. If they do not attend daily Google meeting, DSL/DDSL informed. Provision of IT hardware if required. 1:1 Google meetings if required. <p>Weekly phone calls to parents if required from DSL/DDSL.</p>	medium	medium

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Anxiety within the school community.	<ul style="list-style-type: none">• HT, DHT and class teachers to facilitate meetings with parents where there is high anxiety about operating arrangements.	All staff	term 1 2021	term 1 2021
Staff anxiety.	<ul style="list-style-type: none">• Staff to be kept informed on most recent guidance and local situation with regard to COVID rates via weekly briefing and regular email communication from HT &	HT & SBM	term 1 2021	term 1 2021

	SBM.			
Members of the school community (pupils, parents, staff) who require amendments and support following the government advice that they no longer need to shield.	<ul style="list-style-type: none"> HT to facilitate regular conversations with clinically extremely vulnerable individuals to ensure they are aware of the schools most recent operating procedures. 	HT	term 1 2021	term 1 2021
Members of the school community who are pregnant.	<ul style="list-style-type: none"> SBM to review individual risk assessment for pregnant staff in line with most recent government guidance. 	SBM		
Pupil and parent anxiety caused by impact of pandemic and/or transitions as we return to normal operating arrangements.	<ul style="list-style-type: none"> Alongside class teachers, HT & DHT to identify families where there is pupil and parent anxiety caused by a transition to more 'normal' operating arrangements. 	HT & DHT	term 1 2021	term 1 2021
Government guidance no longer advises staff/parents/visitors must wear a face covering in communal	<ul style="list-style-type: none"> HT, DHT & SBM to continue to request that staff, parents and visitors wear a face covering when in busy communal areas in order to protect those clinically extremely vulnerable, CEV, members of our school community. 	HT, DHT & SBM	term 1 2021	term 1 2021

areas/whilst on school site.				
Shared/communal areas and frequently touched surfaces are infected with COVID19 germ.	<ul style="list-style-type: none"> HT & DHT to monitor cleaning of frequently touched surfaces by staff throughout the school day. SBM monitor the cleaning of communal areas by caretakers throughout the school day. 	HT, DHT & SBM	term 1 2021	term 1 2021
Classrooms and shared communal areas are not well ventilated and a comfortable teaching environment is not maintained.	<ul style="list-style-type: none"> HT, DHT & SBM to conduct regular checks on ventilation of classrooms and communal spaces throughout term 1. 	HT, DHT & SBM	term 1 2021	term 1 2021
<p>Children mixing with children outside of their year group causing:</p> <ul style="list-style-type: none"> COVID to be passed between year groups and households. Children experiencing anxiety and 	<p>HT, DHT & SBM to monitor the following throughout term 1:</p> <ul style="list-style-type: none"> drop off and collection arrangements mixing of pupils outside at playtimes lunchtime arrangements in hall and outside organisation of desks in classrooms use of the one-way system parents access to school office ASC & BC drop off and collection 	HT, DHT & SBM	term 1 2021	term 1 2021

behaviour difficulties due to the increased number of children in shared areas of the school.				
Pupils are required to quarantine unexpectedly on return from abroad.	<ul style="list-style-type: none"> Provision of remote learning in accordance with stage 1 of the home learning contingency plan. 	All class teachers	term 1 2021	term 1 2021
Vulnerable pupils may not be able to access educational support during self-isolation period.	<ul style="list-style-type: none"> School office staff to alert class teacher, HT & DHT when a pupil is not attending school due to covid. HT to carry out weekly reviews of attendance with school office administrator. 	Office staff, class teachers, HT.	term 1 2021	term 1 2021
Pupils, staff and other adults come into the school with coronavirus.	<ul style="list-style-type: none"> HT will send any pupil/staff member/visitor home if they are displaying symptoms of COVID 19. SBM to continue to remind staff to engage in twice weekly lateral flow testing. Office staff to ensure regular volunteers have access to lateral flow tests. School staff to ensure that all outside agency professionals are asked to 	HT SBM Office staff All staff	term 1 2021	term 1 2021

	complete a lateral flow test before attending St Bons.			
Pupils, staff and other adults develops COVID19 symptoms or has a positive test result.	<ul style="list-style-type: none"> Any pupil, staff member or visitor/other adult who begins to display symptoms whilst at school should be sent home immediately and the HT/DHT must be informed. School office staff to keep a record of pupils, staff and other adults who have received a positive lateral flow and/or PCR test outcome. 	<p>All staff</p> <p>Office staff</p>	term 1 2021	term 1 2021
Staff, pupils and other adults with positive PCR tests do not self-isolate.	<ul style="list-style-type: none"> HT to include COVID19 updates in weekly newsletter and signposting to upto guidance. HT to support with Test & Trace where necessary. 	HT	term 1 2021	term 1 2021

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: **Potential severity of Harm** + **Likelihood of Harm** = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

