



**RISK ASSESSMENT: Continued opening of St Bonaventure's Catholic Primary school term 3 2021**

**Date of Assessment: 8<sup>th</sup> December 2020 Assessed by: Sarah Ballantine in consultation with SLT and governors**

**Section 1**

<b>MAT/Establishment/Section/Team:</b> St Bonaventure's Catholic Primary School	<b>Date of Assessment:</b> 08/12/20	<b>Review date:</b> In response to local and government guidance.										
<b>Assessed by:</b> Please note all those involved should sign up to this assessment. Print below:  <table><thead><tr><th>NAME:</th><th>DATE:</th></tr></thead><tbody><tr><td>1. Sarah Ballantine (head teacher)</td><td>08/12/20</td></tr><tr><td>2. Stephanie Woolley (deputy head teacher)</td><td>08/12/20</td></tr><tr><td>3. Carol Simpson (school business manager)</td><td></td></tr><tr><td>4. Eduardo Romero (chair of governors)</td><td></td></tr></tbody></table>	NAME:	DATE:	1. Sarah Ballantine (head teacher)	08/12/20	2. Stephanie Woolley (deputy head teacher)	08/12/20	3. Carol Simpson (school business manager)		4. Eduardo Romero (chair of governors)		<b>Staff signatures:</b>   1.  2. 3. 4.  We have read and understood this RA and our role in its implementation.	
NAME:	DATE:											
1. Sarah Ballantine (head teacher)	08/12/20											
2. Stephanie Woolley (deputy head teacher)	08/12/20											
3. Carol Simpson (school business manager)												
4. Eduardo Romero (chair of governors)												

**BACKGROUND AND CONTEXT:**

This risk assessment has been written prior to the Christmas holiday and reflecting on term 1-2 full reopening to all pupils which has included the self-isolation of one year group pod. 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 <b>Task/Activity</b> or <b>Environment</b> you are assessing?	What <b>Hazards</b> 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 <b>affected</b> or <b>exposed</b> to hazards?  (Staff Students Visitors Contractors Etc.)	What <b>Severity of Harm</b> can reasonably be expected?  (See Definition s Table 1)	What <b>Precautions (Existing Controls)</b> are already in place to either Eliminate or Reduce the risk of an accident happening?	What <b>Likelihood</b> is there of an accident occurring?  (See Definitions Table 1)	What is the <b>Risk Rating?</b>  (See Risk Rating Matrix Table 2)
<b>Preparation for reopening:</b>						
Preparation of the building	Building & systems not functioning safely after a period of closure.	All staff and pupils	Serious	All systems to be recommissioned as would usually happen in a holiday period (water, electricity, gas).  Fire systems to be checked including all fire doors, fire alarms and emergency lighting.  Deep clean to take place throughout the first week of the Christmas holiday. Staff not permitted in the building during the holiday period.	Low	Low
Management of expectations	Anxiety within the school community.	All members	Serious	Revised arrangements for term 3 shared with staff, parents and pupils. These will	Medium	Medium

within the school community		of the school community	<p>be reviewed regularly and updated as necessary. Communication with staff and parents will be ongoing.</p> <p>Parents will continue to be informed on the following:</p> <ul style="list-style-type: none"> <li>• Revised staggered drop off/collection times.</li> <li>• Reminder of COVID home/school agreement as we approach cold and flu season.</li> <li>• Infection control arrangements (cleaning &amp; handwashing).</li> <li>• Uniform requirements.</li> <li>• Equipment to be brought on site.</li> <li>• Lunch arrangements.</li> <li>• Arrangements for BC &amp; ASC.</li> <li>• Attendance and non-attendance.</li> <li>• What will happen if there is a case of coronavirus in your child's pod.</li> <li>• Updates from the government.</li> </ul> <p>It is encouraged that all staff should have break over the Christmas holiday period. However, staff must plan ahead and ensure they are available to return to work on 4<sup>th</sup> January and must therefore check if a 14-day quarantine is</p>		
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				in place for any countries they may visit so they can plan accordingly.		
Staff wellbeing	Staff anxiety.	All staff	Serious	Staff will be kept informed about our operating arrangements for term 3 via email.  Head teacher to continue to signpost staff to relevant support services as appropriate to individual circumstance/requirements.	High	High
Staff training	Staff not aware and/or do not know how to work safely when all pupils return.	All staff	Serious	Staff briefings and staff meetings will continue to be used to keep all staff up to date on current COVID operating arrangements.	Medium	Medium
Staff transport to and from work	Potential for increased exposure to coronavirus through use of public transport at peak times.	All staff	Serious	Where staff use public transport to travel to work, we will discuss options to alleviate this. If there is no option but to use public transport staff will be required to bring a spare pair of clothes to change into when arriving at school.	Medium	Medium
Individual staff requirements	Members of staff will require amendments and support in order to return to work and work throughout periods where there are positive COVID cases within the school community.	Identified members of staff	Serious	Members of staff who are clinically vulnerable should, according to updated guidance 03/12/20: <ul style="list-style-type: none"> <li>• Ensure good hand and respiratory hygiene.</li> <li>• Minimise contact and maintain a 2-meter social distance wherever possible.</li> <li>• Avoid face to face contact.</li> </ul>	Medium	Medium

				<ul style="list-style-type: none"> <li>Minimise spent within 1 meter of others.</li> </ul> <p>Members of staff living with those who are extremely clinically vulnerable can attend work unless advised otherwise by an individual letter.</p>		
Staffing availability and ratios	Staffing ratio is insufficient to organise pupils in year group pods with enough staff to support with coverage of break times.	All staff	Serious	<p>Daily/weekly review of staffing by HT/DHT/SBM to ensure that each year group pod and staffing area within the school is adequately staffed.</p> <p>Under current COVID operating more LSA/support staff are required as staff cannot switch between pods indoors. Some year group pods currently do not have a year group LSA.</p> <p>In the event of staff absence, in the short term the year group pod LSA could cover the class under the direction of the other year group teacher. Long term a supply teacher/LSA/ASC would be required.</p>	High	High
Pupil and parent welfare	Pupil and parent anxiety caused by impact of lockdown and long term absence from school.	All pupils and parents	Serious	<p>Use following communication/strategies with families:</p> <ul style="list-style-type: none"> <li>Weekly newsletters, emails and text messages as appropriate.</li> <li>Individual phone calls to parents as and when necessary.</li> </ul>	Medium	Medium

				<ul style="list-style-type: none"> <li>If necessary continue to keep parents informed via letter over the holiday periods.</li> </ul> <p>DSL &amp; DDSL to ensure they are readily available to support all staff in meeting the needs of pupils. Staff training including safeguarding will be responsive to pupil's social and emotional needs.</p>		
Provision of first aid	Pupils might require first aid treatment.	All pupils	Serious	<p>Each pod has been provided with a first aid carry case which can be taken around the school site with them as they move to different areas. First aid to be administered by an adult within each pod. Year group LSA, where available, to ensure first aid kit is well stocked.</p> <p>In the case of a significant accident the teacher or LSA in the pod should contact the first aider in the school office for assistance.</p>	Low	Low
Use of personal protective equipment (PPE)	Incorrect use of PPE and/or disposal of used PPE.	All pupils and staff	Serious	<p>We acknowledge that Government guidance (03/12/20) for primary schools states head teachers will have the discretion to decide if face coverings/masks are worn on site:</p> <p>In order to protect staff and pupils face visors will be available for staff to wear when providing 1:1 support or when 1m</p>	Medium	Medium

				<p>social distancing cannot be achieved in the classroom.</p> <p>Staff are required to wear a face covering/mask when they are moving around the school in communal areas outside of the classroom such as corridors or staff rooms and when attending staff meetings and briefings with adults other than those in their pod.</p> <p>Parents are required to wear a face covering at all times when on school site.</p> <p>Pupils are not required to wear face coverings and we strongly ask that they do not come to school wearing a face mask as it is difficult for them to independently dispose of them.</p> <p>PPE (face masks, face visors, aprons and gloves) will also be worn by all staff in the following cases):</p> <ul style="list-style-type: none"> <li>• Health needs of staff member make it necessary or staff personal choice.</li> <li>• Intimate care of a pupil.</li> <li>• Administration of first aid.</li> <li>• If a pupil becomes unwell and is suspected of having COVID19</li> </ul>		
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				<p>and requires direct personal care until they are collected.</p> <p>All staff were briefed on the correct use of PPE on the inset days in September 2020 e.g. how to put on a face mask correctly.</p> <p>All staff have also been briefed on the correct disposal of PPE in identified bins in each classroom.</p>		
Emergency Evacuation and lockdown	Failure to follow emergency evacuation and lockdown procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be continually reviewed as we move into the colder months. They will not compromise fire safety or site security arrangements.</p> <p>Staff are aware of the measures to take in the event of an emergency evacuation or lockdown. All classes have carried out a practice evacuation of the building during term 2.</p> <p>Safe evacuation/lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <p>Pre-school to evacuate via their rear fire door and line up on the path adjacent to the MUGA.</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	Serious	<p>At the start of term 3, all parents will be reminded about the COVID home/school agreement that was signed at the start of term 1.</p> <p>All pupils and parents screened at the drop off gates by HT/DHT each morning. Pupils with households displaying symptoms not allowed to attend school.</p> <p>All parents required to wear a face covering/mask whilst on school site.</p> <p>Anyone who presents with COVID19 symptoms must be sent home and asked to follow 'stay at home: guidance for households with possible or confirmed coronavirus':  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If a child is suspected of having COVID19 whilst in school, 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</p>	Medium	Medium

				this must not be used by anyone else and must be cleaned and disinfected thoroughly after their use.		
Clean hands thoroughly more often than usual	Insufficient handwashing of pupils, staff and other adults.	All pupils, staff and other adults	Serious	<p>All pupils, staff and other adults instructed to wash their hands, on entry to, and before exiting, the school building.</p> <p>All pupils to be instructed to wash their hands at regular periods throughout the school day including when they return from breaks, before and after they eat snacks &amp; lunch, after using the toilet, and when moving from one room to another.</p> <p>Class teachers to ensure handwashing poster is displayed in their classrooms and in the year group toilets.</p> <p>Class teachers to ensure that all pupils in their class are aware of when they need to wash their hands and this is made accessible for all pupils in the class. E.g. visual handwashing timetable.</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 &amp; KS1.</p>	High	High

				<p>Antiseptic cleaning wipes to 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 staff and pupils	Serious	<p>Promote the 'catch it, bin it, kill it' approach with whole school. Class teachers to display posters in each classroom &amp; in communal areas of the school building. Remind parents throughout term 3.</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 access to gloves and antibacterial wipes.</p>	Medium	Medium
Introduce enhanced cleaning, including frequently touched surfaces in classrooms, corridors and shared rooms	Shared/communal areas and frequently touched surfaces are infected with COVID19 germ.	All staff and pupils	Serious	<p>Enhanced cleaning schedule in place which includes:</p> <ul style="list-style-type: none"> <li>Daily thorough cleaning of all classrooms.</li> <li>Frequent cleaning of regularly used surfaces throughout the school day including classroom tables, door handles. Class teachers/LSAs to clean frequently</li> </ul>	High	High

including toilets and the hall.				<p>used surfaces in the morning and the afternoon sessions.</p> <p>Caretakers to clean corridor door handles/hand rails in the morning and the afternoon throughout the school.</p> <ul style="list-style-type: none"> <li>• Regular cleaning throughout the school day of all shared toilets by caretakers.</li> <li>• Deep clean of whole school to take place first week of Christmas holiday.</li> </ul>		
Minimise contact between individuals and maintain social distancing wherever possible	Pupils and staff could come into frequent contact with each other which could result in an acceleration of the spread of coronavirus.	All staff, pupils and their families	Serious	<p>Minimising the number of contacts between pupils, staff and other adults will be achieved by:</p> <p>How to group pupils</p> <ul style="list-style-type: none"> <li>• Year group pods must continue to not mix with other pods.</li> <li>• Allocating an additional adult where possible (LSA) to each pod so that break times can be covered.</li> </ul> <p>Measures within the classroom</p> <ul style="list-style-type: none"> <li>• All teachers/LSAs provided with face visors to wear whilst indoors with children.</li> </ul>	High	High

				<ul style="list-style-type: none"> <li>• In classrooms all tables in KS2 classrooms to be facing the front. All pupils sit facing the board. Paired/partner work can take place in the classroom. Teachers can deliver dynamic teaching and pupils can move to the front of the classroom.</li> <li>• Singing is permitted within year group pods. Pupils should be well spaced out and not sing face to face. Singing must take place just before a break time or period of time out of the class to allow fresh air to circulate. Pupils and adults to stand around the edges of the room facing in to the middle and sing to the middle of the room. Doors and windows to be left open following a singing session.</li> <li>• Classrooms to be well ventilated. As weather gets colder, external high-level windows and internal classroom doors to remain open, external classroom fire doors to be closed. When the classroom is in use high level windows should</li> </ul>		
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				<p>be open enough to ensure background ventilation. When the classroom is not in use full opening of all windows and doors should be operated to create a throughput of air. Classroom layouts may need to be changed during colder winter months to ensure pupils are not sitting in a direct draft.</p> <ul style="list-style-type: none"> <li>• Pupils will be reminded that they should maintain a 1-meter distance from their class teacher/LSA when inside.</li> <li>• Pupils in FS/KS1/Year 3 classrooms to be able to sit in the book area as long as the book area is located near to an exterior window which is open.</li> <li>• Use of the outdoor learning environment to be maximised by class teachers.</li> <li>• Pupils reading scheme books to be quarantined for 72 hours before being replaced in book scheme area. Each pod to have an allocated day for book changing and a box for quarantined books.</li> </ul>		
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				<p>Measures elsewhere</p> <ul style="list-style-type: none"> <li>• One-way system in operation throughout the school. The corridor from the office past the HT office should be used to walk into the building and the hall should be used to exit the building therefore avoiding two-way traffic in the office area.</li> <li>• Staff not to have access to the school office. Class register drop box located outside HT office to reduce the amount of staff entering the office pod. Knock &amp; wait system in operation.</li> <li>• Allocation of a lunchtime SMSA to each year group pod.</li> <li>• Parents to be asked to continue to contact the office via email and/or phone. Visits to the school will be by appointment only. Appointments with members of teaching staff in term 3 will be via Google meet. In the exception where parents come in the school building they will be required to wear a face</li> </ul>		
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				<p>covering/mask and maintain a 2-meter social distance.</p> <ul style="list-style-type: none"> <li>• Office administration staff to be informed of arrival details of visitors with appointments.</li> <li>• School staff to ensure that they maintain a minimum of 1m distance from parents on entry/exit of the building.</li> </ul> <p>Measures for arriving/leaving school</p> <ul style="list-style-type: none"> <li>• Parents to drop children off at allocated location/time with either HT/DHT.</li> </ul> <p>Other considerations</p> <ul style="list-style-type: none"> <li>• Revised arrangements for term 3 will be in place detailing timetables/movement around the school site. This will include staggered break/lunch times and use of communal staff areas.</li> <li>• Premier Sport coaches to continue to deliver sessions throughout term 3 for all classes on a fortnightly rotation. All equipment to be cleaned in between sessions and coaches to wash their hands.</li> </ul>		
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				<ul style="list-style-type: none"> <li>• PE to be taught outside avoiding all contact sports.</li> <li>• PPA to be delivered weekly by either year group HLTA or Kate MG for full time staff. Full time staff will not receive their PPA at the same time as their year group partner(s). Part time staff to receive their PPA in a 2-hour block fortnightly.</li> <li>• French tutor to provide 1-hour lessons for year 5 &amp; 6 in term 3.</li> <li>• Play therapist to provide support to identified individuals in school using music room to enable social distancing and good ventilation.</li> <li>• Other professionals e.g. Family support workers to be allocated well ventilated space in/outdoors as/when necessary.</li> <li>• ASC staff to be allocated to the same pod where they are a SMSA. ASC provision to take place in a year group classroom. Outdoor time timetabled. Use of classrooms to be alternated. Detailed risk assessment in place.</li> <li>• Breakfast club to be provided in short term by breakfast club staff</li> </ul>		
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				<p>and LSAs allocated to a year group year. This must take place in the hall. Detailed risk assessment in place.</p> <ul style="list-style-type: none"> <li>• Extra-curricular clubs to be organised in year group pods. E.g. premier sports clubs. Where two year groups are taking part in a club, 2 sport coaches are required. Pupils should not get changed into a sports kit at the end of the day. Instead pupils should come to school in their winter PE kit ready for their club. At the end of the day they can put on their shin pads &amp; socks &amp; change footwear if necessary.</li> <li>• Bristol Plays Music tuition to be planned for term 3-4.</li> <li>• UWE Students will be spending the year with us. They will move year groups as oppose to schools as in previous years.</li> <li>• Contractors visiting site to be given COVID19 visitor guidance.</li> <li>• Each pupil will be provided with a stationary pack which will remain for their sole use.</li> <li>• Pupils will be asked to wear trainers to school to avoid</li> </ul>		
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				<p>changing for PE lessons. Normal school clothes to be worn.</p> <ul style="list-style-type: none"> <li>• Pupils asked to bring in one bag containing their packed lunch, coat, water bottle, reading book and reading journal.</li> <li>• If regional/national lockdown restrictions allow, evening lettings to continue to follow stringent rules. Risk assessment in place.</li> <li>• Year 4 chess led by visiting tutor to continue throughout term 3. Risk assessment by provider in place.</li> <li>• Reading volunteers to continue throughout term 3, following COVID visitor information. All volunteers required to take their temperature before leaving their home and wear a face covering whilst on school site. All volunteers to provide sufficient details to office staff on arrival that will support rapid tracing if required following a positive test result. Reading volunteers to sit next to the pupil. No face to face contact allowed.</li> </ul>		
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Provision of school lunches for pupils	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff) and inadequate social distancing in lunch hall.	Pupils and staff	Serious	<p>Liaison with catering contractors is in place.</p> <p>Term 3 arrangements sets out timetable for use of the hall. Appropriate spacing of tables and ventilation of the hall allows all year groups to eat lunch in the hall on rotation. Hall windows to remain open throughout.</p> <p>Provision of cutlery trays and water jugs for each different year group pod.</p>	Medium	Medium
<b>Response to any infection:</b>						
Engage with the NHS Track and Trace process.	School staff & parents not aware of how to engage in the Track & Trace process and/or how to contact Public Health England.	All staff	Serious	<p>In the event of a child displaying symptoms of COVID19, the parents will be informed to:</p> <ul style="list-style-type: none"> <li>• Stay at home &amp; self-isolate.</li> <li>• Book a test either online or by phone (NHS 119) <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>• Provide details of anyone they have been in close contact with if they were to test positive.</li> <li>• Parents to be informed that the school should be notified of the test result as soon as it become available.</li> <li>• Office staff to keep a record of pupils who are sent home with</li> </ul>	Medium	Medium

				<p>symptoms of COVID, including date, symptoms and test outcome.</p> <ul style="list-style-type: none"> <li>• Office staff to keep a record of any pupil or staff member who is not able to attend school due to living in a household with a member who is suspected or has tested positive for coronavirus.</li> </ul> <p>If a family/member of staff is not able to access a test the HT can consult the guidance for provision of test kits for schools to determine if they meet the criteria for the allocation of a school test kit.</p> <p>If a member of a household has had contact with someone who has tested positive for coronavirus and they display symptoms they should get a test. If their test result is negative they should continue to self-isolate for the required 14 days.</p> <p>In the event of a member of staff or a member of their family displaying symptoms, the fast track service should be followed to access a test. If a member of staff has someone in their household displaying symptoms of COVID they</p>		
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				should not attend school and notify the HT immediately.		
Manage confirmed cases of coronavirus amongst the school community	A member of staff or child tests positive for coronavirus.	All staff, pupils and their families	Serious	<p>As soon as the school is informed that a member of the school community tests positive the HT/DHT/SBM should:</p> <ul style="list-style-type: none"> <li>• Contact the DFE helpline 0800 046 8687.</li> <li>• Identify all people who have had close contact with the individual.</li> <li>• Contact parents/staff of the affected pod using template letter provided by HPT informing them to self-isolate. Ensure they are aware that other members of their household do not have to self-isolate unless the person with contact develops symptoms.</li> <li>• Must not share the names or details of people with coronavirus with parents/pupils.</li> <li>• Inform the local authority.</li> <li>• Inform the chair of governors.</li> <li>• Inform the Diocese.</li> <li>• Inform all parents via letter in the school community of the confirmed coronavirus test outcome.</li> </ul>	Medium	Medium

				<ul style="list-style-type: none"> <li>Inform members of the school community who are at high risk via telephone/email.</li> </ul>		
Contain an outbreak by following local health protection team advice	If two or more cases of coronavirus are confirmed within 14 days or an overall sickness absence is recorded due to suspected coronavirus.	All pupils, staff and their families	Major	<p>In the event of a suspected outbreak the HT/DHT/SBM should:</p> <ul style="list-style-type: none"> <li>Liaise with the HPT to determine if pods should self-isolate as a precaution.</li> </ul> <p>In the event of a confirmed outbreak the HT/DHT/SBM should:</p> <ul style="list-style-type: none"> <li>Consult with the local Director of Public Health.</li> <li>Support with testing of staff/pupils.</li> </ul>	Medium	High
Maintaining educational provision for pupils during a school lockdown or pod closure	Pupils and staff need to move to home learning provision with little notice	All pupils, staff and their families	Serious	In the event of an individual self-isolating, a pod closure, a school lockdown and/or second lockdown the home learning contingency plan should be consulted. See attached appendix.		

### **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 <b>Hazard</b> you need to Control? (high or amber from the risk rating column above)	What <b>Additional Precautions</b> do you need to either eliminate or reduce the risk to an acceptable level.	Who is <b>Responsible</b> for implementing these controls?	<b>When</b> are these controls to be implemented (Date)?	When <b>Were</b> these controls implemented (Date)?
Anxiety within the school community.	<ul style="list-style-type: none"> <li>• Ensure expectations and information about COVID operating arrangements are communicated effectively to both staff and parents and are clear.</li> <li>• Continue to provide parents with updates as and when necessary.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	Ongoing since term 6 2020
Staff not aware and/or do not know how to work safely when all pupils	<ul style="list-style-type: none"> <li>• Staff meetings and briefings held as and when needed to update staff on latest government guidance and changes to St Bons covid arrangements.</li> </ul>	HT/DHT	Ongoing since term 6 2020	Ongoing since term 6 2020



return.				
Potential for increased exposure to coronavirus through use of public transport at peak times.	<ul style="list-style-type: none"> <li>All staff travelling to school via public transport asked to inform HT/SBM &amp; advice will be provided for each individual situation.</li> </ul>	HT/SBM	Ongoing since term 6 2020	Ongoing since term 6 2020
Members of staff will require amendments and support in order to return to work.	<ul style="list-style-type: none"> <li>HT to approach all members of staff who previously had an individual risk assessment to discuss adaptations to working environment and responses to positive cases within school community.</li> </ul>	HT	Ongoing since term 6 2020	Ongoing since term 6 2020
Pupil and parent anxiety caused by impact of lockdown and long-term absence from school.	<ul style="list-style-type: none"> <li>Working alongside governors, HT in consultation with SLT to determine how Catch up premium is to be allocated.</li> </ul>	Governors, SLT	Term 2- ongoing	Term 2- ongoing
Incorrect use of PPE and/or disposal of used PPE.	<ul style="list-style-type: none"> <li>Staff to be reminded about correct disposal of used PPE.</li> <li>Posters/guidance made available and shared with all staff.</li> <li>All staff informed of the need to social distance of at least 1 meter from staff who are not in their pod &amp; to wear a face covering/mask when inside the building and not in their year group pod classrooms.</li> </ul>	HT/DHT	Ongoing since term 6 2020	Ongoing since term 6 2020
Failure to follow emergency	<ul style="list-style-type: none"> <li>Fire drills/lockdown and emergency evacuation practised in term 2 2020-on-</li> </ul>	HT/DHT/SBM	Term 2 2020-ongoing	

evacuation and lockdown procedures leads to injury or loss of life.	going.			
Pupils, staff and other adults come into the school with coronavirus.	<ul style="list-style-type: none"> <li>Parents reminded of home school COVID agreement signed in term 1.</li> <li>Staff are informed explicitly that they should not attend school if they are displaying the symptoms of coronavirus.</li> </ul>	HT/DHT	Ongoing since term 6 2020	
Germs are spread through the incorrect disposal of tissues, and coughs and sneezes.	<ul style="list-style-type: none"> <li>Ensure adequate supply of tissues is available throughout the winter months.</li> <li>Ensure classroom bins are emptied daily including class PPE bins.</li> </ul>	SBM	Term 1-2 2020	
School staff & parents not aware of how to engage in the Track & Trace process and/or how to contact Public Health England.	<ul style="list-style-type: none"> <li>Staff and parents are provided with information about the NHS Track &amp; Trace process and a written explanation of what to do if they or a member of their household displayed symptoms of coronavirus.</li> </ul>	HT	Ongoing since term 6 2020	
A member of staff or child tests positive for coronavirus.	<ul style="list-style-type: none"> <li>Ensure template letter to contact parents is in place.</li> <li>Ensure guidance for households affected is available.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	
Exposure to infection from inadequate social distancing during preparation and	<ul style="list-style-type: none"> <li>HT/DHT/SBM to regularly monitor the arrangements for serving food to pupils including the cleaning of tables/seats in between sittings.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	

serving of food (catering staff) and inadequate social distancing in lunch hall.				
Staff anxiety.	<ul style="list-style-type: none"> <li>Regular staff updates provided including briefing following a positive COVID case within the school community.</li> </ul>	HT/DHT	Ongoing since term 6 2020	
Staffing ratio is insufficient to organise pupils in year group pods with enough staff to support with coverage of break times.	<ul style="list-style-type: none"> <li>In the event of a class teacher being unwell and not able to come into school due to sickness the LSA would cover the class for a day under the supervision of the other class teacher.</li> <li>In the event of a longterm absence of a teacher or LSA then supply cover would need to be provided.</li> <li>In the event of the year group LSA sickness the other class teacher would cover breaks. PPA might need to be rearranged for a different day.</li> <li>In the event of high need SEN LSA sickness the year group LSA would cover the role.</li> <li>Each year group pod has provided the HT with a contingency plan to be referred to in the case of staff absence.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	
Insufficient handwashing of pupils, staff and other adults.	<ul style="list-style-type: none"> <li>HT/DHT/SBM to regularly monitor the provision for hand washing in the teams they manage and report back to staff on monitoring.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	
Shared/communal	<ul style="list-style-type: none"> <li>HT/DHT/SBM to regularly monitor the</li> </ul>	HT/DHT/SBM	Ongoing since term	

areas and frequently touched surfaces are infected with COVID19 germ.	<ul style="list-style-type: none"> <li>provision for cleaning of shared areas.</li> <li>Consider the use of a record of cleaning of shared toilets.</li> </ul>		6 2020	
Pupils and staff could come into frequent contact with each other which could result in an acceleration of the spread of coronavirus.	<ul style="list-style-type: none"> <li>HT/DHT/SBM to meet regularly to review the movement around the school site.</li> <li>HT to regularly update and share latest version of protocol with staff.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	
If two or more cases of coronavirus are confirmed within 14 days or an overall sickness absence is recorded due to suspected coronavirus.	<ul style="list-style-type: none"> <li>HT/DHT/SBM to have contact details of PHT &amp; PH available for use.</li> <li>HT/DHT/SBM to meet regularly to review the risk assessment and arrangements to ensure that all risks are considered and update where necessary.</li> </ul>	HT/DHT/SBM	Ongoing since term 6 2020	

## 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.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	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.

