

Name of assessors: Sarah Rostron, MAT leadership

Date: 12th August 2020

Time: 2:30pm

Area assessed: St Bede CE Primary Academy

Description of task being assessed: The assessment reflects the requirement by the Government to maintain social distancing wherever possible and ensure adequate hygiene practise is followed. This risk assessment rates the risk of close or frequent contact between **staff, Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 pupils** returning to school occurring. **It cannot** assess the risks of contracting Covid-19 from this contact (or contact which occurs outside of school), or the risk of developing health complications from contracting Covid-19. Individuals will have to refer to government, medical and scientific guidance based on their own individual circumstances for this.

L= Likelihood of risk, C = consequence of risk , R = (L*R) risk rating

Risk rating 0- 14 = low, 15 –24 = medium, 25+ = high

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating Residual			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Insufficient number of staff for pupils returning	Pupils staff	Unable to care for children using current staffing guidelines	<ul style="list-style-type: none"> Complete risk assessments with staff identified as vulnerable or living with a vulnerable person. Prepare to direct Teaching Assistants to cover classes if a teacher is unable to be in class. 	2	2	4	<ul style="list-style-type: none"> Risk assessments completed with staff identified as extremely clinically vulnerable or requesting an individual risk assessment. Address concerns identified on risk assessments. Teaching Assistants/tutors/specialist teachers to cover classes if a teacher is unable to be in class. Year group/Class bubbles to ensure minimal contact 	1	2	2	SR & SMT MAT leadership	Remind adults of necessary social distancing between adults.

Higher number of staff and pupils on site	Pupils Staff Parents	Increased contact within school community between children and also staff	<ul style="list-style-type: none"> Assessed number of pupils and staff who are safe to return due to health. Assessed number of rooms available and how many pupils can be in each room according to 2m distance/age of children ability to socially distance Full time places available for key worker and vulnerable children Part time places available for children in N,Rec,Y1, y6 Pupils to be grouped into Year group or Keyworker/vulnerable pupil class bubbles Each class bubble will avoid contacts outside of their group Each class bubble will use designated classroom and toilet facilities only Each class bubble will be allocated the same staff each day 	5	4	20	<ul style="list-style-type: none"> All pupils and staff to return to school site on a full time basis. Pupils in class/ year group bubbles to limit contact with others. Each class bubble will use designated classroom and toilet facilities only Each class bubble will be allocated the same staff each day Years 3- 6 desks front facing. Staff to keep 2m physical distance when possible. Or 1 metre+ with additional measures Stagger first week back for Years 1-6 to allow staff and pupils time to adhere to the new arrangements EYFS pupils to have longer staggered period to establish new routines and better transition for emotional wellbeing. Pastoral/CP/SEND/Attendance team to complete risk assessments for pupils who are considered to be of vulnerable health or living with someone who is of vulnerable health. Staff to wear visors in all communal areas: 	4	4	16	SR & SMT MAT leadership Pastoral/Attendance/SEND/CP team	Actioned on 8.6.20 Monitored weekly
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							<ul style="list-style-type: none"> Drop off & pick up times Yard- during break times Hall- during lunchtimes Corridors- when moving around the school 					
Supporting new staff, trainee teachers who will be new to the site	Staff Pupils	New staff may not be aware of safety measure put in place due to COVID.	<ul style="list-style-type: none"> During Summer 2020 no new staff to start employment and no students on site. Staff new to employment for September complete a school visit alongside an experienced member of staff and complete all COVID checks. 	3	4	12	<ul style="list-style-type: none"> New staff/trainee teachers must complete COVID induction: <ul style="list-style-type: none"> read the school's risk assessment must watch pupils video guide. Must look at COVID school timetables Must be taken on a tour of the site by a senior manager/senior member of staff to see how the risk assessment has been put into place Must read the COVID Fire safety, Invacuation, behaviour policies. 	2	3	8	SMT Senior Staff	Actioned on 7.9.20 Monitored weekly
Supporting pupils with complex needs	Pupils staff	Difficult to maintain social distance	<ul style="list-style-type: none"> SENDCO has completed risk assessments and spoke with parents 	4	4	16	<ul style="list-style-type: none"> Use of PPE if appropriate Pupils with complex needs to visit school site 	3	4	12	CA, JD, SR	Actioned on 22.5.20 Monitored weekly

		within school community. Pupils and staff could get hurt by pupils with high anxiety.	<ul style="list-style-type: none"> • One to one Support if staffing ratios allow • Tailored curriculum and timetable • Re-assess risk assessments – Is it suitable for pupils with complex needs to return during a period of change? • SEND pupils invited back on a part time basis to re-establish routines. 				prior to start date to see set up and how we follow safety rules.					
Drop off and pick up times	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> • Use varied exits and entrances for year group pupils. • Open early to support staggered entry and exit • Parents maintain 2m distance • Staggered drop off and pick up times • Use a greater number of entrances and exits • Ask that only 1 parent drops of their children. • Mark 2m distance on fences for parents to follow • Use of PPE for staff taking children in from parents/carers 	5	4	20	<ul style="list-style-type: none"> • Staggered year group start to the academic year to ensure that parents and pupils understand and can follow systems in place. • Video for families to show new entrances and exits that will be used in September. • Parents to start free-flow drop offs at 8.45-9am • Class teachers to leave classroom doors open for children to come in without assistance from an adult. • Parents to start free flow pick up from 3.00-3.15 from classroom doors. • Communication to reinforce the importance that: parents do not enter the building, 1 parent only to drop off, parents to leave the site swiftly after dropping off. 	3	4	12	SR & SMT MAT leadership	Actioned on 7.9.20 Monitored weekly

		school community	<ul style="list-style-type: none"> Staggered break and lunchtimes Designated play areas for groups of children 				<ul style="list-style-type: none"> Each table will be sanitised before next year group use it. One ways system in hall to limit crossover of bubbles. Children with a packed lunch will eat in classrooms. Classroom desks to be sanitised before and after lunchtime. Staggered break and lunchtimes Designated play areas for groups of children 					
Supporting social distancing in the classroom.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Desks in classrooms currently in use, placed at 2m distance from Y1-6- . This is not suitable for EYFS as children play and learn in a different way. 	3	5	15	<ul style="list-style-type: none"> All rooms in school being used by children from Y3-Y6 to have desks front facing. Staff must maintain physical distancing. This is not suitable for Y1, Y2 & EYFS as children play and learn in a different way. Staff also have the option of wearing visors in classrooms. 	2	5	10	All staff	Actioned wb: 7.9.20 Monitored daily
Supporting social distancing in offices.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No more than 2 people working in an office space. Rota used to ensure some staff could work at home to support social distancing on site. 	4	4	16	<ul style="list-style-type: none"> Desks facing to be measured to ensure 1m+ distance If possible, place desks side by side Desks facing at less than 1m+ distance will contain a screen. Posters on office doors outlining maximum number of staff that can work in that space. 	3	4	12	NG, KB	Actioned wb: 25.5.20 Monitored daily

						rooms that can accommodate 2m social distancing between adults or held via teams.						
Supporting social distancing for collective worship and assemblies	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No assemblies held One assembly a week-recorded and shared via the school website and intranet. 	1	4	4	<ul style="list-style-type: none"> All assemblies/Collective worship to be shared via: <ul style="list-style-type: none"> PowerPoint to enable staff to deliver. Teams- for a virtual delivery. Recorded and shared via the website, intranet, email, twitter. Consent to be gained for any videos shared externally. 	1	4	4	SMT team, Teaching Staff IT staff Admin team	Actioned on 7.9.20 Monitored weekly
Supporting social distancing for specialist teachers /Tutors/TAs that move from year group to year group.	Specialist Teachers	Specialist teachers move across year groups and bubbles so may experience	<ul style="list-style-type: none"> Specialist teachers on site in charge of small class bubble. 	4	4	16	<ul style="list-style-type: none"> Specialist teachers/Tutors/TAs educate pupils in classes that they teach that they must remain 2m distance from pupils. A large box to be taped done at the front of Y2-Y6 classrooms to support children's understanding of maintaining social distancing. 	3	4	12	SMT KB, NG Specialist Teachers	Actioned on 7.9.20 Monitored weekly
Support social distancing for small group teaching.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> All staff responsible for bubbles no smaller group teaching. 	3	4	12	<ul style="list-style-type: none"> Tables in small group teaching rooms to be in rows facing forward so that children are sitting side by side. Teacher to be distanced at 1m+ from pupils 	2	4	8	SMT CA LC SD GT KB & NG	Actioned on 7.9.20 Monitored weekly

			<ul style="list-style-type: none"> Staff to ensure that they follow the staffroom checklist to main high level of hygiene Toilets to be cleaned additionally during the day. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 											
Keeping resources clean	Pupils Staff	If item contains virus such as COVID 19 could spread amongst other users	<ul style="list-style-type: none"> Children from Y1-Y6 have been given their own resources to use on their desk. Not applicable to EYFS. 	4	4	16	<ul style="list-style-type: none"> Tables from Y1-Y6 to contain resources for individual pupils to use. EYFS & Y1 to remove all soft toys and furnishings. Each class will be provided with playtime equipment that they must be responsible for and clean down daily with provided wipes. Musical instruments must be cleaned after use. Singing and use of woodwind instruments must only take place with 15 children at a time- unless this can be taught outside. PE equipment to be wiped down after use or left for 48 hours before future use. 	4	4	16	SR & SMT MAT leadership NT Lunchtime Lead AL Music Lead JE & DL PE leads	Actioned wb: 25.5.20 Monitored weekly		
Hand washing & sanitising	Pupils Staff	If person has virus such as COVID-19 could spread on items/people	<ul style="list-style-type: none"> Pupils educated about effective handwashing requirements Posters around school reminding pupils of importance of handwashing 	3	3	9	<ul style="list-style-type: none"> Hand sanitising units available at all key entrances. PowerPoint to remind children and staff of hand washing protocol on returning to school. 	2	3	6	SR & SMT MAT leadership	Actioned wb: 25.5.20 Monitored weekly		

		the person touches	<ul style="list-style-type: none"> Staff given guidance of key points in the day when pupils hand wash: on entering school, after break times, before eating, after coughing or sneezing. Soap/hand wash available at all sinks PowerPoint to remind children and staff of hand washing protocol on returning to school. 									
Respiratory Hygiene	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Children reminded of appropriate hygiene measures: Coughing into arm Using a tissue once when blowing nose or sneezing. Catch it, bin it, kill it Tissues purchased for each classroom Power Point to remind children and staff of hygiene protocol on returning to school. 	3	3	9	<ul style="list-style-type: none"> Additional Tissues purchased for each classroom Power Point to remind again children and staff of hygiene protocol on returning to school. 	2	3	6	SR & SMT MAT leadership	Actioned wb: 25.5.20 Monitored weekly
Intimate care for pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including faecal to oral transfer) or if social distancing not possible	<ul style="list-style-type: none"> Intimate care policy PPE bought to reduce risk to staff and pupils when changing pupils. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily
First Aid for staff and pupils.	Pupils Staff	If person has virus such as COVID-19 could spread	<ul style="list-style-type: none"> First Aid Policy PPE bought to reduce risk to staff and pupils when administering first aid. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily

		on items/people the person touches or if social distancing not possible										
Mental wellbeing	Pupils Staff Parents	The community experiences a COVID breakout or death. Anxiety and stress caused	<ul style="list-style-type: none"> Learning mentor support Mindfulness Key members of staff trained in bereavement counselling SMT daily well-being checks of staff in school Support leaflet full of advice for mental wellbeing for staff and pupils to be created. Mindfulness trail for pupils 	4	4	16	<ul style="list-style-type: none"> Nurture provision space provided Work with teaching school for mindful techniques Staff to watch DFE webinar 'supporting student and pupil wellbeing' https://youtu.be/MYmBLnSQh3M SENDCO to access relevant training to support send wellbeing https://www.sendgateway.org.uk/training-events.html 	4	3	12	SR & SMT CA MAT leadership	Actioned on 8.6.20 Monitored daily
Supporting staff and pupils displaying symptoms.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Assess if pupil or staff member is displaying symptoms. Ask staff member to go home and follow government guidance- 7 day self-isolation/14 days family isolation. Phone pupil's family and ask them to pick up child and follow Government guidance 14 days family isolation. If Covid 19 confirmed via testing, inform RIDDOR Designate 'Parent Meeting Room' to be used as an 'exit' space. 	2	5	10	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow government guidance- 10 day self-isolation/14 days family isolation. If a child/staff member tests positive for COVID-SMT to phone PHA and consider closing whole year group bubble – according to new government guidance. 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily

			<ul style="list-style-type: none"> Pack of resources stored here for PPE for staff sitting with pupils and for immediate cleaning after pupil/staff member has left. Pass on key information on how to access testing and ask staff member/parents to report back as soon as they know results of testing. 									
Preventing a spread from a known case.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Pupil/staff member sent home as soon as they display symptoms. If Covid 19 confirmed via testing, inform RIDDOR If a pupil or member of staff is tested and confirms that they have Covid: All pupils and staff that came in to contact with this staff member/pupil must be sent home. Deep clean of the spaces accessed by the staff member/pupil HR/MAT leadership informed. 	2	5	10	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow government guidance-10 day self-isolation/14 days family isolation. If a child/staff member tests positive for COVID-SMT to phone PHA and consider closing whole year group bubble – according to new government guidance. 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily

Review date 1st September 2020

Signature *S.Rostron, J Hatch/J Roberts, Sarah Bagshaw*