

Name of assessors: Sarah Rostron, MAT leadership

Date: Sept 2021

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 due to shielding. 	1	2	2	SR & SMT MAT leadership	Remind adults of necessary social distancing between adults in weekly Staff meetings and briefings. Actioned on 8.6.20 Monitored weekly Completion date: 7.9.20

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 Share guidance with staff via risk assessment and staff guidance sheet for Tier 3 & 4 staff. 	5	4	20	<ul style="list-style-type: none"> All pupils and staff to return to school site on a full time basis. Staff should keep 2m physical distance when possible inside communal areas. 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 face wear masks in all indoor communal areas (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) Staff to wear face masks in offices where 2m distance cannot be maintained from other staff members (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) Staff can complete PPA time at home. 	4	4	16	SR & SMT MAT leadership Pastoral/Attendance/SEND/CP team	<p>Actioned on 8.6.20 Monitored weekly</p> <p>Completion date: 14.9.20</p> <p>Updated: 5.1.21</p> <p>Updated: 23.2.21</p>
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 	3	4	12	<p>New staff/trainee teachers must complete COVID induction:</p> <ul style="list-style-type: none"> read the school's risk assessment 	2	3	8	SMT Senior Staff	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 7.9.20</p>

			experienced member of staff and complete all COVID checks.									
Supporting pupils with complex needs	Pupils staff	Difficult to maintain social distance within school community. Pupils and staff could get hurt by pupils with high anxiety.	<ul style="list-style-type: none"> SENDCO has completed risk assessments and spoke with parents 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. 	4	4	16	<ul style="list-style-type: none"> Use of PPE if appropriate. Staff have access to online training on how to wear and dispose of PPE. Pupils with complex needs to visit school site prior to start date to see set up and how we follow safety rules. 	3	4	12	CA, JD, SR	<p>Actioned on 22.5.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated: 23.2.21</p>
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 All entry and exit points shared via email, twitter and website to parents, pupils and staff. 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"> Meet the teacher videos 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 pick up from at 3.15 from classroom doors. Communication to reinforce the importance that: parents do not enter the building 	3	4	12	SR & SMT MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>

Visitors to school	Pupils Staff Parents Contractors Other school services	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No parents on site. Phone call/video conference/email only Only essential contractors on site Contractors sign disclaimer declaring no symptoms Contractor greeted by staff member who ensures when they sign in, they also sanitise hands Contractor reminded to only work in agreed areas Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 	3	4	12	<ul style="list-style-type: none"> Parents collecting a child who is unwell will receive a phone call and will be asked to collect the child from the main entrance gate at the school reception Visitors to face wear masks in all indoor communal areas (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) Essential visitors must read COVID guidance before entering the building and must sign disclaimer. Meetings with parents (in the first instance) to be held over the phone or via video call. Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 	2	4	8	SR & SMT MAT leadership	<p>Monitored weekly</p> <p>Completion date: All controls in place from 7.9.20</p> <p>NHS APP Track and Trace QR code poster on display in Reception for visitors to scan if they have the APP. 05/10/20</p>
Large numbers of staff and pupils on the yard and in the hall during break and lunch times	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes Designated play areas for groups of children Separate risk assessment for kitchen staff. Created 	6	4	24	<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. Staggered break and lunchtimes Designated play areas for groups of children 	3	4	12	MP & Kitchen staff NT Lunchtime lead SR & SMT MAT leadership	<p>Actioned on 7.9.20</p> <p>Monitored weekly</p> <p>Additional Controls: 2m distance tape placed in front of serving area.</p>

			by Catering Manager and shared with St Bede Management Team.									Extra clearing stations set up for pupils. Completion date: 16.9.20 Bins placed at end of each table so no crossing bubbles 05/10/20 Updated 23.2.21
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 . Staff educate pupils about social distancing and what 2m distance looks like. 	3	5	15	<ul style="list-style-type: none"> Staff should maintain physical distancing with other members of staff. Staff also have the option of wearing face masks in classrooms. If staff cannot maintain 2m distance from other staff members they should wear a facemask in the classroom 	2	5	10	All staff	Actioned wb: 7.9.20 Monitored daily Completion date: 9.9.20 Updated 4.1.21 Updated 23.2.21
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. Posters placed on office doors of suitable number of staff allowed in an office at one time. 	4	4	16	<ul style="list-style-type: none"> Desks facing to be measured to ensure 2m distance If possible, place desks side by side Desks facing at less than 2m distance will contain a screen. Posters on office doors outlining maximum number of staff that can work in that space. Staff should wear face masks when 2m distance cannot be maintained and in communal areas (Masks should be snug fitting and 3 layers of material, covering both nose and 	3	4	12	NG, KB	Actioned wb: 25.5.20 Monitored daily Completion date: 7.9.20 Updated 4.1.21 Updated 23.2.21

							mouth as recommended by SAGE) in offices.					
							<ul style="list-style-type: none"> Wipes provided to wipe down work surfaces. 					
Supporting social distancing in the corridors.	Staff Pupils	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Small number of pupils with staggered timetables ensured only small number of pupils are on corridor at one time. 	4	4	16	<ul style="list-style-type: none"> Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in corridors. 	3	4	12	NG, KB	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Completion date: 7.9.20</p> <p>Intervention groups not to be held in corridors. 05/10/20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>
Supporting social distancing in the Hall for dining	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered lunchtimes Fewer tables used in the hall at 2m distance Table places set for pupils at 2m distance Children served at tables Staff clearing plates Tables cleaned before next group of pupils come into the hall 	5	4	20	<ul style="list-style-type: none"> Staggered lunchtimes Designated tables for each year group bubble. Tables sanitised before next group of pupils come into the hall Pupils served hot dinners at 2m distance-additional tables to help serving staff and pupils maintain 2m distance. One way system in the hall to limit year group cross over. Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) 	4	4	16	MP & Kitchen team	<p>Actioned on 8.6.20 Monitored weekly</p> <p>Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils. Completion date: 16.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>

Supporting social distancing when holding staff meetings and briefings.	Staff	Difficult to maintain social distancing amongst staff during meetings	<ul style="list-style-type: none"> Only 2 meetings were held in the Summer term Staff meetings held via teams and in smaller groups that can maintain 2m distance. 	1	4	4	<ul style="list-style-type: none"> in the hall during lunchtimes. Staff briefing to be held via teams every Friday morning and recorded for those who cannot attend. Consent gained from all staff before recording. Staff meetings 7 unit meetings to be held in person, staff to wear masks and room to be ventilated. 	1	4	4	SR & SMT team	Actioned on 7.9.20 Monitored weekly Completion date: 11.9.20		
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	All assemblies/Collective worship to be held in person-Room to be ventilated Year group bubbles to maintain distance Staff to wear masks when 2m distance cannot be maintained.	1	4	4	SMT team, Teaching Staff IT staff Admin team	Actioned on 7.9.20 Monitored weekly		
Keeping areas tidy, clutter free, clean and free of infection.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Bins to be changed at dinner time and at the end of the day Increased cleaning toilets and areas frequently touched during the day. 	4	4	16	<ul style="list-style-type: none"> Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 	3	4	12	SR, ML, AH Cleaning team	Actioned on 8.6.20 Monitored daily Completion date: 7.9.20		

			<ul style="list-style-type: none"> Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 									
Keeping staff room areas clean and free of infection	staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff to follow hand sanitising procedure before entering the staffroom, after eating or using the toilet Staff to prepare own food and drinks only Staff to wipe down areas they have used Staff to wash, dry and put away anything used 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. Hand sanitising stations at all entrances and topped up regularly by caretaker. 	4	4	16	<ul style="list-style-type: none"> Posters placed around room to encourage 2m distance in the staffroom. Regular checks that cleaning equipment is readily available Expectations shared alongside checklist in staff briefing (via teams) Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) when they are not eating or drinking. Hand sanitising stations at all entrances and topped up regularly by caretaker 	3	4	12	SR, DB Cleaning team	Actioned on 7.9.20 Monitored daily Completion date: 11.9.20 Updated 11.1.21
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"> 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. 	4	4	16	SR & SMT MAT leadership NT Lunchtime Lead AL Music Lead JE & DL PE leads	Actioned wb: 25.5.20 Monitored weekly Additional controls: Children wearing PE kits all day on PE days. Completion date: 14.9.20
				6	5	30		5	5	25		

Hand washing & sanitising	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches	<ul style="list-style-type: none"> Pupils educated about effective handwashing requirements Posters around school reminding pupils of importance of handwashing 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. 	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 Completion date: 9.9.20
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 Completion date: 7.9.20
Intimate care for pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including	<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

		faecal to oral transfer) or if social distancing not possible										
First Aid for staff and pupils.	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"> 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
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. 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 	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. If a child/staff member tests positive for COVID-bubble to remain open. If more than 10% of class bubble tests positive, inform PHE and put in place additional measures. Inform cleaners of classrooms where there has been a positive case to ensure extra cleaning takes place. 	i	n	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily

			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 , PHE & Government recommendations Ask staff member to go home and follow government guidance- 10 day isolation If a child/staff member tests positive for COVID-SMT to inform PHE and follow new government guidance. 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily Updated: 4.1.21
Keeping aerosol virus transmission to a minimum.	Staff Pupils Parents	Aerosol transmission of COVID particles	<ul style="list-style-type: none"> Staff wear face coverings in communal areas Staff can chose to wear a visor or face mask. Staff can opt to wear face coverings in the classroom 	4	6	24	<ul style="list-style-type: none"> Staff to wear face masks indoor communal areas Staff should wear face masks in classrooms and offices where 2m distance cannot be maintained from other staff members Staff can opt to wear a face mask in the classroom Face masks must be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE Fabric masks must be cleaned regularly Disposable masks must not be worn longer than a day. 	2	6	12	SR & SMT MAT leadership	Actioned on 23.2.21

