



SJSC Covid-19 Risk Assessment

September 2020

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives.

This risk assessment addresses the risks of opening our school to all year groups as specified by the DfE. This document will be refreshed regularly. Control measures were developed with input from staff. This plan has been approved by the Chair of Governors. This risk assessment supplements the schools' existing risk assessment processes.

The school has carried out this risk assessment alongside the guidance issued by the Department for Education.

Key links below (not an exhaustive list):

[Guidance for full opening: Schools](#)

[Safe working in education](#)

[Cleaning of non-health care settings](#)

[Stay at home guidance for households with possible Covid-19 infection](#)

[Symptoms of Covid-19](#)

This document has been reviewed in line with the following school policies:

- Health and Safety
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and should be read alongside other risk assessment documents in school.



Risk Assessment

Section A - ENVIRONMENT			
	Area/ time/ activity	Risk	Mitigating Actions
1	Drop off and pick up times	Lots of adults and children arriving at the same time coming into close contact: -going through gates -staying on playground -putting bikes in shed -putting scooters in lock up	Staggered drop off and pick up times Drop off and pick up routes designated, with distances markers to wait Shared protocol with parents- must not linger, must observe distancing from others and follow routes, come to school at designated times, not to enter school without an appointment Hand gel station at doorway- member of staff support chn to clean hands before entering
2	Staircases	Touching surfaces- bannisters, doors to open Meeting/passing others on staircases	Circulation model- red and blue to go up, green and yellow to go down. Except on entry time (up to 9:30) all stairs are for up, and exit time (from 2:45) all stairs are for down except returning from PE under the supervision of the adults. Staggered timetables- using staircases at separate times Enhanced cleaning - additional cleaning of bannisters and staircase doors throughout the day and at end of each day
3	Corridors	Groups coming into contact with others High contact surfaces- door handles	Staggered timetables lessening likelihood of passing in corridors Lines in middle of corridors to keep groups on either side Enhanced cleaning - additional cleaning of high contact surfaces throughout the day
4	Lining up	Groups moving around school in an orderly way being close together	Lining up with distance between each child- will need to practise with younger children or split them into smaller groups to move around.
5	Classroom set up	Children and adults in a class being inside together in 1 room Air circulation High contact surfaces	Hand sanitiser at doorways-use when go in and out Chn seated side by side, facing forwards Moving unnecessary furniture out of classrooms to make more space Doors propped open Windows open limiting close face to face contact Use outdoor space as much as possible Tissues and lidded bins in each class for 'catch it, bin it, kill it'
6	Classroom resources	Sharing of resources within a classroom Sharing of resources across the school	Individual stationary Individual drinking bottles



			<p>Classroom based resources, e.g. books and equipment, can be shared within the bubble</p> <p>Regular cleaning of shared classroom equipment — classroom team</p> <p>Resources that are shared across bubbles, e.g. art and science equipment, will be either cleaned between bubbles or left unused for 48 hours (72 hours for plastics).</p>
7	Dinner hall	<p>Large group of chn together in a space</p> <p>Kitchen staff and lunchtime supervisors going into other bubbles</p> <p>High touch surfaces- tables, chairs</p> <p>Getting communal resources - cutlery, water jugs, bread</p> <p>Entering and leaving hall passing others</p> <p>Lining up for food</p>	<p>Wash hands before and after eating</p> <p>Eating lunch in classrooms – use of Bento boxes to deliver hot lunches</p> <p>Chn who bring in their own packed lunch store at the back of the classroom, or for chn in reception classrooms store on pegs</p> <p>Packaging from packed lunches to be put in classroom bin or returned home for disposal.</p>
8	Playground	<p>Bubbles together sharing a social space</p> <p>Closer contact between chn in play</p> <p>Shared playground equipment</p> <p>Climbing frame used by all</p> <p>Supervision- other adults needed who are not in the bubble</p> <p>Shared toilets</p> <p>Shared water fountains</p>	<p>Set of playground equipment per bubble- balls, bats, skipping ropes etc</p> <p>Staggered playtimes</p> <p>Designated zones</p> <p>Not to use water fountains- tape off</p> <p>Hand gel station at toilets- before and after use</p>
9	ICT suite	<p>Shared resource of computers and furniture</p>	<p>Timetabled use of suite showing either relevant time gap or enhanced cleaning between bubbles</p> <p>Laptops used in classrooms- to be cleaned after each use</p>
10	Children’s toilets	<p>Chn meeting with other bubbles</p> <p>High touch surfaces- taps, doors, locks, flush etc</p>	<p>Hand gel before going into toilets</p> <p>Reminders for washing hands thoroughly after using toilet</p> <p>Only use the toilets on your floor- limiting number of chn using each toilets.</p> <p>Outdoor toilets –limit of 2 chn at anytime. Toilets cleaned at regular intervals.</p> <p>Staff limit to 1/ 2 chn from each year group at a given time</p> <p>Hand dryers switched off- use of paper towels and lidded bins</p> <p>Enhanced cleaning- more regular cleaning of high touch surfaces throughout the day</p>
11	Front desk and office	<p>Staff from different bubbles entering and exiting through same area</p>	<p>Staff use fobs to enter and sign in.</p> <p>Use hand sanitiser on front desk as enter</p>



		Visitors coming into school speaking with staff	If adults need to touch the screen use hand sanitiser beforehand Perspex screen on front desk Appointment only for visitors – use email or phone to contact school Only 2 people in office (max) at any one time – door signage will indicate number of people per room allowed.
12	Staff shared resources	Staff from different bubbles using photocopiers/telephones/computers	If someone else is using the resource, keep 2m distance until it is your turn Hand sanitise before using Use individual classroom computers Enhanced cleaning of shared photocopiers and telephones
13	Staffroom	Staff from different bubbles being in the same room together High contact surfaces- hot water tap, microwave, cupboards, dishwasher, water cooler, table, chairs Retrieving items needed-cutlery, plates, cups etc Shared items- milk, coffee etc	Strict use of dishwasher- must put items in the dishwasher (not sink) Staff sit 2m apart Only 7 staff members at a given time. Hand gel station- use as entering and leaving
14	Staff toilets	Shared toilets	Enhanced cleaning for high touch areas Hand dryers switched off- use of paper towels and lidded bins
15	Leadership office	High touch surfaces-keyboards/computer mouse, door handles, phones Shared space	Individual use resources on own desk Spaced working areas Clean high touch surfaces at end of every day
16	Kitchen	Staff onsite from an external company	Refer to Pabulum Risk Assessment
17	Fire safety, emergency	Chn using certain staircases for safety measures may become confused during fire alarm incident All bubbles moving around school at the same time Doors open to encourage air circulation	In case of fire alarm all stair cases and exits to be used – follow fire routes indicated on fire evacuation plan Fire doors to be closed on exit Fire drill to take place early on in term Fire risk assessment carried out by School Business Manager.
18	School premises safe	School site fit and safe for opening	Normal health and safety checks and premises checks carried by School Business Manged in conjunction with Headteacher.



19	Use of school for extra-curricular activities/provision	School premises used for before/after school provision from Magna School premises used by external company Stage Coach	Refer to risk assessment provided by Magna – regular communication with company to monitor processes and procedures. Refer to risk assessment provided by Stage Coach – regular communication with company to monitor processes and procedures. Premises cleaned after usage
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Section B – STAFF AND VISITORS			
	Area/ time/ activity	Risk	Mitigating Actions
1	Staff working on school premises	Staff who have been previously shielding or not on school site due to being deemed as clinically vulnerable Staff with family members who are deemed as clinically vulnerable	Staff who are clinically vulnerable or extremely clinically vulnerable- ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Staff survey carried out to establish health concerns. Individual concerns reviewed and discussed with staff member. Staff can work across bubbles when needed, but must not do if not necessary Staff must keep as much distance between themselves and other adults as possible Staff training in safety procedures and risk assessment shared The majority of staff will not require PPE unless coming into contact with an ill child (refer to Section D) or where a child already has routine intimate care needs that involves PPE
2	Staff meetings, training and PPA	Staff working together Regular times when the whole staff or large groups of staff meet together in one space	For training/meetings – use larger halls rather classrooms Encourage virtual staff meetings where possible Weekly staff briefings to take place virtually where possible or in smaller groups. Encourage staff to meet for PPA virtually – staff do not need to be on school premises
3	Deliveries	People needing to access the site that are not employees of the school and therefore not aware of our protocols	Limit to staying in front foyer area if possible- leaving deliveries in box on front desk When deliveries need to be brought into school the adults must use hand gel Door handles etc to be wiped down
4	Contractors	Contractors needing to access the site that are not employees of the school and therefore not aware of our protocols	Ensure site guidance on physical distancing and hygiene is explained upon entering main office – use check list to ensure all points covered If possible arrange visit out of chn's school hours Visitor Record to be completed for NHS Test and Trace



5	Regular school visitors	Professionals supporting school for example EP, SALT etc coming into school Visitors working with chn across bubbles Visitors working with staff across bubbles	Ensure site guidance on physical distancing and hygiene is explained upon entering main office – use check list to ensure all points covered Wherever possible meet parents virtually or by telephone Visitor Record to be completed for NHS Test and Trace Minimise contact and maintain as much distance as possible from staff When working with chn maintain distance as much as possible that role can still be carried out
6	Supply teachers, peripatetic teachers, other temporary staff	teachers from outside the school coming onto school site Teachers working with chn across bubbles	Ensure site guidance on physical distancing and hygiene is explained upon entering main office – use check list to ensure all points covered Minimise contact and maintain as much distance as possible from other staff Visitor Record to be completed for NHS Test and Trace When working with chn maintain distance as much as possible that role can still be carried out
7	Staff coming to and leaving work	Staff coming in every day from many different homes Staff using public transport	Wash hands upon entering school (hand gel at doorways) Regular health check-ins with staff eg how are they feeling? Testing available from NHS for staff showing symptoms Staff offered PPE for use on public transport
8	Adult knowledge and understanding	Adults knowing protocols Adults carrying out protocols as intended	Protocol training- given guidance and risk assessment and attend training session Regular protocol learning walks to support usage
9	Wellbeing of staff	Duty of care to employees Some staff may be particularly anxious in response to Covid-19	Staff training in safety procedures and risk assessment shared Staff wellbeing package already in place Staff surveys carried out regularly and feedback considered Open door policy DfE Education Support Partnership provides free helpline with targeted support for mental health and wellbeing



Section C - CHILDREN			
	Area/ time/ activity	Risks	Mitigating Actions
1	Children returning to school	New routines and procedures introduced for whole school reopening	<p>Parent communication regarding safety procedures</p> <p>Agreement from parents- they understand and agree to the vigilance needed to monitor children's health and keep to safety routines</p> <p>Limit items bringing into school-no extra stationary or bags than needed</p> <p>If using face covering to travel to/from school chn should remove and either discard in lidded bin at entrance to school or place reuseable face covering in a plastic bag. Staff will support to ensure they do not touch their face whilst removing or covering face. Hands must be sanitised afterwards.</p> <p>Face coverings are not recommended for chn in school</p>
2	Children knowing safety procedures	New procedures and routines in place that are unfamiliar	<p>Teachers to timetable regular hand sanitising as part of daily routine – this can be adopted as part of process when leaving room for breaks</p> <p>Teaching to be carried out in age appropriate ways- songs, video clips etc.</p> <p>Reminders of hygiene protocols to be carried out with kindness and as prompts</p> <p><u>Teach and support where needed:</u></p> <p>Handwashing technique</p> <p>'Catch it, bin it, kill it'</p> <p>Lining up/moving around school</p>
3	Attendance	<p>Families anxious about return to school</p> <p>Families/chn who have been previously shielding</p> <p>Families/chn who are deemed as clinically vulnerable in line with public health advice</p>	<p>All children must return to school – the usual rules on school attendance will apply including:</p> <ul style="list-style-type: none"> -parents duty to secure their child's attendance -school responsibility to record attendance and follow up absence <p>Some chn who remain under the care of a specialist health professional may need to discuss their care with them before returning to school</p> <p>Where chn are not able to attend school as parents are following clinical or public health advice, absence will not be penalised</p> <p>Families with concerns about significant risk factors must discuss these with school</p>
4	Chn in contact with each other	Chn are sociable and both work collaboratively and play together as part of their development	<p>Bubbles comprising of year groups are created- bubbles do not mix and remain consistent</p> <p>Chn within bubbles are not expected to socially distance</p>



5	First aid	Close contact between adult and chn First aiders moving between bubbles	Staff within bubbles must be the first port of call to deliver first aid – where this is not possible a first aider can be used from elsewhere, first aid should be done in this case outside of the classroom Put on gloves when using first aid kit-including when handling box, and writing first aid slips Do not come into close face to face contact Ask other chn to step back and give space Throw away gloves after each first aid given into lidded bin
6	Wellbeing	Personal growth integral to school vision Duty of care to chn Some chn may be particularly anxious in response to Covid-19	Safety protocols and procedures are taught and supported in an age appropriate manner and reminded with kindness School wellbeing and PSHE curriculum is in place Staff carry out regular check ins with every child either as a class or individually as needed Staff spend time building trusting and positive relationships with chn and a positive class culture Worry boxes are used in class to allow chn to raise concerns privately

Section D – ILLNESS (related to Covid-19)			
	Area/ time/ activity	Risk	Mitigating Actions
1	If a child/adult becomes symptomatic out of school	Limiting spread of virus	Person must inform school Child/adult should get tested Household must self-isolate The person must not return to school until results are received and emailed to school
2	If a child becomes symptomatic in school	Contact with others whilst awaiting collection Supervision of child until pick up Other chn and adults in the bubble	Take child to designated isolation area – end room in offices (next door to SALT room) Supervising adult keep distance – child can be supervised through window, or in same room using the PPE available and remaining at a distance Ventilate room by opening windows Ask office to phone family for immediate collection After collection clean items and surfaces used/touched by child, put any PPE used in lidded bin and wash hands thoroughly Parents provided with support/information letter via email



			<p>Parents reminded of need to attain a test for the child. Parents must inform school of results before returning to school.</p> <p>If the test is negative, and they no longer have symptoms similar to Covid-19, the child can return to school</p> <p>No further action is required unless test result is positive</p>
3	If adult becomes symptomatic in school	Contact with others	<p>Organise a safe way to go home, using PPE if needed</p> <p>If they need to await collection from a household member, wait in designated isolation area</p> <p>The adult must get a test and follow 'Stay at home' guidance. They must not return to work unless they have a negative test result</p>
4	Child/adult has positive test	Limiting the spread of the virus	<p>Person must stay at home and should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms.</p> <p>The household must self-isolate for 14 days.</p> <p>The person must only return to school after the 10 days if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>SLT to contact the local health protection team who will carry out a risk assessment and guide the school through actions Based on the advice from the health protection team, the school may send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Names or details of people with Covid-19 must not be shared.</p>
5	A child/adult's family member has symptoms	They may also be symptomatic or be positive for the virus but not showing symptoms	<p>The household should prepare to self-isolate for 14 days. The person showing symptoms must be tested and self-isolate until test carried out and result known. If positive they self-isolate for 10 days (see point 4), and the household must self-isolate for 14 days.</p>



Section E – IMPLEMENTATION EFFECTIVENESS

	Area/ time/ activity	Risk	Mitigating Actions
29	Unknowns	Pinch point areas that only become apparent when they happen	Open door policy- encouraged to raise questions. Urgent issues to be raised immediately with H & S team
30	Effectiveness of measures	Responsibilities clear Review of implementation Review of effectiveness Changes/ developments- communicating these so all understand Information sharing	Health and safety team created to review risk assessment and implementation regularly Input into protocols and plans from staff members carrying out duties. Regular meeting of H & S team to review effectiveness – including learning walks and discussion with staff Standing item on agenda for staff briefings Responsibilities for aspects clear eg who checks and replaces the doorway hand sanitisers etc
35	Lack of resources	Unable to buy safety products eg hand sanitiser	Can wash hands using soap and water Ensure handwashing is priority

Risk Assessment carried out by: SLT

Shared with:

- Chair of Governors on (1/9/20)
- Staff on 2/9/20