



Coronavirus (COVID-19): Risk Assessment Action Plan – March 2021

Stuart Bathurst Catholic High School

Assessment conducted by: Bridget Morris, School Leadership Team	Job title: Headteacher, Senior Leadership Team	Covered by this assessment: All items relating to the opening of school to students during the COVID 19 Pandemic.
Date of assessment: 2 nd March 2021	Date of next review: 1 st April 2021	



The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups 10 and 12 **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	L/M/H
Likelihood:	L/M/H IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. Those controls that need to be in place before students return will be highlighted in red.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

The sole purpose of this risk assessment is to support schools in preparing to fully open for all pupils, in all year groups, to return to school after the Spring half term, while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Information on the school website is updated. • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with Chair of Directors and passed on to parents and staff by email • Staff to be kept up to date with regard to risk assessment expectations. • Leaders to ensure that compliance by staff / pupils to the risk assessment is maintained. • Leaders, staff and students to actively reduce and avoid what would be deemed as 'contact' <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	Headteacher	Ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Utilities, plant and equipment has not been inspected / serviced within the recommended timescales	Medium	<ul style="list-style-type: none"> School has a scheme of work whereby competent contractors are engaged to carry out statutory testing / inspection of all plant and equipment. Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly flushed prior to school reopening. 	Low	Low	Strategic Business Lead / Site Manager	Prior to students returning	
Lack of persons in safety critical roles e.g. first aiders, fire marshals due to self-isolation or shielding	Medium	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant measures. Consideration for shadowing of roles, ensuring additional staff members are trained. 	Low	Low	Strategic Business Lead, Site Manager / Medical Need Coordinator	Plan in place by 15th June / Checks Ongoing	
Inability to maintain social distancing when dealing with accidents	Medium	<ul style="list-style-type: none"> Safety of the injured / affected to be prioritised during incidents. 2 metre social distancing is not required when attending to emergency situations. People aiding others during an emergency should pay particular attention to sanitisation immediately after the situation. 	Medium	Low	Headteacher	Ongoing	
Poor communication with parents and other stakeholders	Low	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Leaders to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. 	Low	Low	Headteacher	Prior to students returning	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Frequent staff meetings and reminders of requirements whilst working on site <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>					
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated Pupils are reminded of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff which is ongoing. All are reminded that they must tell a member of staff if they begin to feel unwell. All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 	Low	Low	Relevant Leaders and Responsible Persons	Prior to Students Returning	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school’s infection control procedures in relation to coronavirus. • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Briefings for all staff are carried out at least weekly. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Pupils/Staff not wearing face coverings	Medium	<ul style="list-style-type: none"> • Staff and pupils will be asked to either keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they’re exempt from wearing one. • In addition, staff and pupils will be asked to wear a face covering in corridors or in communal areas • Staff and pupils will now also be strongly advised to wear a face covering in classrooms where social distancing cannot easily be adhered to. 	Low	Low	SLT	Ongoing	



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		<ul style="list-style-type: none"> • Students who are not adhering to this will be asked to put on a face covering. Students refusing to wear a face covering in communal areas will be taken to internal inclusion. • Face shields/visors are not recommended in place of a face covering inside the school building • Face coverings are not needed when outside the school building. • Students will not be asked to wear a face covering where it may affect their exercise, for example during PE lessons. 					
Poor hygiene practice in school - general	High	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils to wash/sanitise their hands with soap before and after break times and lunchtimes for no less than 20 seconds • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	Medium	Medium	<u>Reprographics / Cleaning Staff / Site Staff / Teachers / Duty Staff monitoring hand washing / Kitchen Staff</u>	<u>Prior to students returning and ongoing</u>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • Dishwasher ALWAYS needs to be on a HOT WASH. • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly • Visitors to the site to use hand sanitiser or asked to wash hands <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	High	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Glass screen to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down regularly • Discourage parents from entering the school building, but allow 2 at a time maximum in reception area • Rearrange furniture in reception area to facilitate social distancing • If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible 	Low	Low	Reprographics / Cleaning Staff / Site Staff	Prior to students returning and ongoing	

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		As a result, reception staff are protected.					
Poor hygiene practice – specific – office spaces.	High	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash/sanitise hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. Social distancing markers One-way systems where possible Perspex screens for offices and areas of high use/traffic <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Low	Low	All office users / Headteacher / School Leaders / Site Staff	Prior to students returning and ongoing	
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and water is the best approach to this and schools should endeavour to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. · ensure supervision of hand sanitiser use given risks around ingestion. Hand sanitiser to be issued to students on entry to school and before entering canteen. Students should also be issued with hand sanitiser on exit from toilets. 	Medium	Medium	Headteacher / School Leaders / Site Staff	Prior to students returning and ongoing	



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		<ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. • Inform each year group and their parents of their allocated times for the beginning and end of their school day. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. • Younger students and those with complex needs will be supervised while washing their hands. • All staff to wash/sanitise hands on arrival in school. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. • Issue information to pupils in relation to restrictions on their movement around the site. • Sufficient amount of hand-washing/sanitising supplies should be provided to accommodate this procedure at the start of the day. 					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific - end of the school day.	High	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up • Inform pupils and parents of their allocated times for the end of their school day • Inform pupils and their parents of the allocated exit points and pick up points • Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures • Pupils encouraged to access hand-washing/ hand sanitiser facilities on departure <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	Low	Low	Headteacher / School Leaders	Prior to students returning and ongoing	
Poor hygiene practice – specific – face coverings	Medium	<ul style="list-style-type: none"> • Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. These face masks coverings must be washed daily. • For those who are using disposable face coverings, these will be put in a covered bin and replaced daily. 	Low	Low	Headteacher / School Leaders/ Duty Staff	Prior to students returning and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> Everyone will be asked to wash/sanitise their hands after removing the covering. Everyone will be made aware that they mustn't touch the front of the covering during use or removal. A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear. 					
Ill health in school.	High	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. Any pupil who displays signs of being unwell is immediately referred to the Headteacher or in their absence a member of SLT. Any staff member who displays signs of being unwell immediately refers themselves to the Headteacher or their designated deputy and is sent home Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room and staff will monitor and assess symptoms. 	High	High	Headteacher / MAC to provide PPE for staff / MIS Coordinator to record staff absences	Prior to students returning and ongoing	



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		<ul style="list-style-type: none"> • If the staff member assessing feels that the student is displaying COVID symptoms parents will be contacted and asked to collect immediately. They will be issued with a letter advising them to follow the COVID-19: Guidance for households, including accessing testing, self isolation and a date for return to school • If a pupil needs to use the toilet, this should not be used again until the room is cleaned. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A face mask, visor, apron and gloves should be worn by the supervising adult • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in an identified, well ventilated room, where they can be at least two metres away from others. • Areas used by unwell students or staff who need to go home are identified as out of bounds and thoroughly cleaned by the supervising adult/member of staff wearing PPE in the room. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	High	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend • Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. • Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms • Leaders to consider how best to supplement remote education with face-to-face support for pupils. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	Medium	Medium	Headteacher / School Leaders / Site Staff / Class Teachers	Prior to students returning and ongoing	
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The rest of the bubble should be advised to self-isolate for 10 days from the last date of contact with the positive case. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) 	High	High	Headteacher / School Leaders	Ongoing as and when	



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		<ul style="list-style-type: none"> • The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action. • Where contact tracing is used refer to the relevant LA/PHE guidance • A contact is defined as a person who has had contact (see below) at any time from 48 hours before onset of symptoms (or test if asymptomatic) to 7 days after onset of symptoms (or test): <ul style="list-style-type: none"> ➤ a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19) or has coronavirus (COVID-19) symptoms, including: <ul style="list-style-type: none"> - being coughed on, or - having a face-to-face conversation (within 1 metre), or - being within 1 metre for 1 minute or longer without face to face contact, or - having skin-to-skin physical contact, or - any contact within one metre for one minute or longer without face-to-face contact ➤ a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) or has coronavirus (COVID-19) symptoms, for more than 15 minutes either in one period of time, or spread out throughout the day, 					



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		<ul style="list-style-type: none"> ➤ a person who has travelled in a small vehicle or in a large vehicle near someone who has tested positive for coronavirus (COVID-19) or has coronavirus (COVID-19) symptoms. ➤ people who spend significant time or live in the same household as a person who has tested positive for coronavirus (COVID-19) <p>As a result, school leaders take appropriate action in the event of a confirmed case of coronavirus.</p>					
Insufficient staff to run face-to-face sessions for pupils.	Medium	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school • Leaders to ensure that staff who are Clinically Extremely Vulnerable are not in attendance at school when instructed to shield by the Department of Health i.e. during a National Lockdown. Those who are Clinically Extremely Vulnerable who are advised to shield at other times will need to discuss their decision and if they chose to work, speak to their line manager to conduct an individual risk assessment. • Protocols for staff to inform leaders if they need to self-isolate are clearly in place • Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. 	Medium	Medium	School Leaders	Ongoing	



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		As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.					
Pupil movement between lessons, at breaktime and lunchtime increases the risk of infection.	High	<ul style="list-style-type: none"> • Staggered starts to be put in place for breaktime and lunchtime • One-way circulation to be put in place for pupils arriving and leaving shared lunch space/lessons. • Allocated outdoor areas for each year group to be identified for breaktime and lunchtime • Lunchtime to be staggered for different year groups • Where contact games are taking place these should occur only in bubbles and any equipment used should be limited to that bubble and disinfected after use • Pupils to be supervised in washing/sanitising hands before and after lunch • Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition) • Tables to be cleaned between year groups using lunchtime facilities • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Pupils who bring a packed lunch will eat with their year group bubble in the canteen <p>As a result, the risk of infection during unstructured time is reduced.</p>	Medium	Medium	School Leaders / Catering Staff / Duty Staff	Prior to students returning and ongoing	



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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> • All unnecessary items to be removed from classrooms and learning environments and stored elsewhere • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms where possible. • Contact with communal surfaces, such as door handles etc to be minimised. • Where possible, windows to be opened to provide ventilation. • Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes/spray before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes/spray before and after each use • Shared teaching resources to be cleaned prior to and after use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time • Staff to be reminded to adhere to social distancing at all times 	High	High	School Leaders / Cleaning Staff / Site Staff / Class Teachers / All Staff	Prior to students returning and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels or place in the dishwasher on a HOT WASH • Limited numbers in communal areas to ensure social distancing. SLT to monitor use of these areas • Ongoing cleaning of communal areas and touch points throughout the day. • Improve ventilation where possible, propping doors open • Signage to serve as a reminder to wash hands and socially distance <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>Medium</p>	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence • Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p>Low</p>	<p>Low</p>	<p>School Leaders / Behaviour Manager</p>	<p>Prior to students returning</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	Medium	<ul style="list-style-type: none"> Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	Low	Low	SENDCO	Prior to students returning	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	School Leaders / SENDCO / Classroom Teachers	Prior to students returning	
Increased number of safeguarding concerns reported after lockdown.	Medium	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	Medium	Medium	School DSL and DSL support / All Staff	Prior to students returning	
Emergency evacuation due to fire etc.	Medium	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained between bubbles Leaders to communicate procedures to all staff 	Low	Low	Headteacher / Strategic Business Lead / Site Manager / Classroom Teachers	Prior to students returning and ongoing	



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		<ul style="list-style-type: none"> Staff to communicate emergency evacuation procedures to pupils at the beginning of each day as new students may be present <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>					
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable cleaning tissue/disinfectant sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room). Training on how to remove PPE and how to keep it clean Reduce movement on site as far as possible Avoid sharing equipment <p>As a result, high standards of cleanliness are maintained in school.</p>	High	High	<u>Site Manager / Cleaning Staff / Strategic Business Lead / Headteacher / All Staff</u>	Ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Contractors, deliveries and visitors increase the risk of infection.	High	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash/sanitise hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing/sanitising facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash/sanitise hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. • Wearing of face coverings in communal areas <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Medium	Medium	Headteacher / Strategic Business Lead / Site Manager / Reception Staff		

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Getting or spreading coronavirus through workers living together and/or travelling to work together	Medium	<ul style="list-style-type: none"> Discuss with workers how to prevent the risks of spreading coronavirus. Follow government guidance in all cases such as the use of face coverings, increasing distance, and ventilating the vehicle during travel. Create staff bubble for those travelling together if possible 	Low	Low	All Staff	Ongoing	Headteacher, Leadership & Directors
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Medium	<ul style="list-style-type: none"> Regular keep in touch meetings / calls with people working from home (minimum weekly) Have open discussions regarding possibility of infection allowing opportunities for them to raise their concerns Discuss with all parties individual risk assessments so they can feel involved. Offer support and advice on taking breaks and working from home strategies. 	Low	Low	Pastoral / Welfare / DSLs	Ongoing	Headteacher / DSL / Deputy DSL
Poor ventilation leading to higher risk of transmission	Medium	<p>Follow HSE guidance on heating ventilation and air conditioning:</p> <ul style="list-style-type: none"> Increase air flow and ventilation in workspaces · Open windows and doors (not fire doors) The use of desk fans and air movers are not advised for use as this increases the movement of particles in the air. 	Medium	Medium	All Staff	Ongoing	SLT / Site Staff
New & Expectant Mothers	Medium	<ul style="list-style-type: none"> Pregnant workers are classed as “clinically vulnerable” or in some cases “clinically extremely vulnerable.” All pregnant workers will require an individual risk assessment If pregnant worker is over 28 weeks or has an underlying health condition, they are at no more risk contracting the virus but have a higher risk of severe illness from COVID-19 if 	Low	Low	Headteacher / SLT	Ongoing	Headteacher / Strategic Business Lead / Directors



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>contracted and an increased risk of pre-term birth therefore, a more precautionary approach should be taken.</p> <ul style="list-style-type: none"> • Only continue working if the risk assessment advises it is safe to do so, consider working from home if not. • Adhere to national guidance regarding social distancing. • Practise frequent and thorough hand washing and cleaning of workspaces. • Avoid crowded areas or mixing with members of the public where possible • Remain in specific year group or bubbles where possible. 					
Vulnerable Staff	Medium	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff - should not go into the workplace if shielding is active. Otherwise, if you are advised to shield, you may decide to attend work but an individual risk assessment must be carried out. • Clinically vulnerable staff - can continue to attend school. While in school they should follow the sector-specific measures to minimise the risks of transmission. • Ensure all staff members who are identified as more susceptible (e.g. BAME) are aware of the slight increased risks to COVID 19 and will ensure they follow all current advice from the Government and medical professionals. • Ensure staff members inform the school regarding any/no underlying health conditions. • Staff identified as 'Vulnerable' may be asked to undertake alternative duties in these unprecedented times, this will be reviewed as more information and guidance is received from the Government and other agencies regarding COVID-19. 	Low	Low	Headteacher / SLT	Ongoing	Headteacher / Strategic Business Lead



St John Bosco
CATHOLIC ACADEMY

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • When addressing children try not to face them directly. • Where possible work with children in outside areas as much as possible. • No intimate care or first aid duties to be undertaken. • No face to face meetings permitted with parents. • If the staff member has to enter a school office or any other room take particular care to ensure social distancing measures are in place. • The staff member may be required to use the telephone. Wipes / spray bottles of disinfectant and disposable cloths will be made available for cleaning the handset before/after use. • Hand washing must be adhered to before starting work and after visiting the toilets and prior to eating and drinking. • Hands to be washed for at least 20 seconds in hot soapy water. • Hand sanitiser is available and should be used as and when required. • Avoid touching face as much as possible. • Continue to follow the most recent Government information from Department for Education (DfE), guidance from Health Protection Team (HPT) & Public Health England (PHE), this information/guidance obviously takes precedence • Limit activities to low risk. Speak to Line Manager regarding this. 					
LFT Testing		<ul style="list-style-type: none"> • Additional RA available on website for staff, parents and pupils 					



School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces

Arrival to and departure from school

Movement around the school

Classroom allocations

Timetable arrangements

Role of teaching assistants

Breaktime plan

Lunchtime plan

Catering staff

Cleaning

Toilets

Staffroom and offices

Transport

Classroom expectations

Pupil expectations



Useful links:

- Guidance for full opening of schools: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Face coverings in Education: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- Face covering exemptions: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>



- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>