



St. Bartholomew's Whole School Risk Assessment September 2020

This risk assessment should be read alongside the government guidance detailed below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<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>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies have been reviewed and updated:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan -*



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- *School Business Continuity Plan -*
- *Premises Lettings Policy and Contract -*

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice 	Y	JC	09.20	L
		<ul style="list-style-type: none"> • All staff, pupils and volunteers are 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 	Y	All	Met	L
		<ul style="list-style-type: none"> • 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 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	All	Met	L
			Y	Helen	Ongoing	L



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	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 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 and social media – they are informed that they must not send their child to school if they have a coronavirus (COVID-19) symptom, or have tested positive in the last 10 days, or if another household member develops a coronavirus symptom. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Y	Helen	Met	L
		Y	SLT	09.20	L
		Y	Teachers	09.20	L
		Y	SLT	09.20	L
		Y	SLT	Met	L
Prevention					
1. Minimise contact with	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have a coronavirus (COVID-19) symptom, or have tested positive in the last 10 days, and anyone developing those symptom(s) during the school day is sent home. 	Y	SLT, Emma	Met	L



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individuals who are unwell with COVID-19 symptoms	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptom(s). 	Y	SLT, Emma	Met	L
	<ul style="list-style-type: none"> A pupil displaying symptom(s) of the coronavirus will remain within the isolation area in the school foyer whilst awaiting collection, with appropriate adult supervision depending on the age and needs of the pupil. 	Y	Emma	Met	L
	<ul style="list-style-type: none"> If the pupil needs to go to the bathroom while waiting to be collected, they should use the staff toilet by the front office. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	Emma, Lisa	Met	L
	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptom(s) must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. 	Y	Emma, Lisa	Met	L
	<ul style="list-style-type: none"> PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>. 	Y	PW	Met	L



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	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptom(s) and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptom(s) themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. Any medication given to ease the unwell pupil's symptom(s), e.g. paracetamol, is administered in accordance with the Medical Conditions Policy. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	Y	Emma, Lisa, SLT	Met	L
		Y	All	Met	L
		Y	JC/EB	Met	L
		Y	Helen	Met	L
		Y	PW/EB	Met	L
Prevention		Y	All	Met	L
2. Good hand hygiene practice	<ul style="list-style-type: none"> The School will 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. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Y	All	Met	L
		Y	All	Met	L



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		<ul style="list-style-type: none"> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	Y	Teaching staff	09.20	L
			Y	All	Met	L
Prevention			Y	JC	Met	L
3. Good respiratory hygiene		<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. Continue to follow guidance on the wearing of face coverings in primary schools - https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education and clear instructions to be provided to staff, pupils and visitors on how to put on, remove, store and dispose of face coverings following DfE guidance - 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 50 visors in place for staff. 	Y	Teaching Staff	Met	L
			Y	Helen	09.20	L
			Y	Helen, All staff	09.20	L
				Y	SLT	Met
Prevention		<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; 	Y	JC/GB	Met	L



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4. Enhanced cleaning	<ul style="list-style-type: none"> • More frequent cleaning of rooms and shared areas that are used by different groups 	Y	JC/GB	Met	L
	<ul style="list-style-type: none"> • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. 	Y	All	Met	L
	<ul style="list-style-type: none"> • Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. 	Y	JC/GB	Met	L
	<ul style="list-style-type: none"> • The COVID-19: cleaning of non-healthcare settings guidance is followed. 	Y	PW	Met	L
	<ul style="list-style-type: none"> • Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by The Breakfast Club and Koosa and as set out in the School Lettings Policy. 	Y	JC/GB	09.20	L
	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance 	Y	PW/EB	Met	L
	<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	Y	PW	Met	L
	<ul style="list-style-type: none"> • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk 	Y	PW	Met	L
<ul style="list-style-type: none"> • The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	Y	JC	Met	L	



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<p>Prevention</p> <p>5. Minimise contact</p>	<ul style="list-style-type: none"> • The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> <ul style="list-style-type: none"> • If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Adults to maintain 2 metre distance from each other and from children where possible. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All</p> <p>EYFS</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>		<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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	<ul style="list-style-type: none"> • Pupils are seated side by side and facing forwards, rather than face to face or side on. 	Y	All		L
	<ul style="list-style-type: none"> • Large gatherings such as assemblies are avoided, and groups kept apart. 	Y	All		L
	<ul style="list-style-type: none"> • The whole school timetable has been revised to: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time; ○ Drop-off and collection times are staggered and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; 	Y	Charles, Simon		L
	<ul style="list-style-type: none"> • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk; 	Y	PW/GB, Teachers		L
	<ul style="list-style-type: none"> • Mixing within the school environment has been reduced where possible by: <ul style="list-style-type: none"> ○ accessing rooms directly from an external door where possible ○ staggering lunch and break times ○ lunch and break time outdoor play is within year group bubbles ○ Pre-packed lunches are brought to the classroom (KS1-KS2) ○ Lunch is held at a social distance in the hall (EYFS) 	Y	SLT		L



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	<ul style="list-style-type: none"> ○ The number of pupils using the toilet at any one time is limited; • The use of shared space such as halls is limited and there is cleaning between use by different groups; • The use of staff rooms and offices is staggered to limit occupancy. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. • Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, reading books, stationary. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Pupils in KS1 and KS2 have their own individual maths packs and these are not shared. Pupils in EYFS and KS1 are provided with their own stationary. Pupils in KS2 bring in their own stationary to be used at school. 	Y	PW/GB	L
		Y	All	L
		Y	Helen, PW	L
		Y	All, PW	L
		Y	All	L
		Y	All	L
		Y	All	L



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	<ul style="list-style-type: none"> • Staff use their own stationary and it is not shared. 	Y	Sports Leader		L
	<ul style="list-style-type: none"> • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations. 	Y			
	<ul style="list-style-type: none"> • Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the full opening guidance and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts 	Y	Music lead		L
	<ul style="list-style-type: none"> • The current advice is against domestic (UK) overnight and overseas educational visits at this stage. 	Y	SLT		L
	<ul style="list-style-type: none"> • Non-overnight domestic educational visits can resume in the Autumn Term. This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Use can be made of outdoor spaces in the local area to support delivery of the curriculum. Full and thorough risk assessments must be undertaken in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, consideration must be given to what control measures need to be used and to wider advice on visiting indoor and outdoor venues. Consult https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits when considering visits. 	Y	SLT		L



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<p>Prevention</p> <p>6. Where necessary, wear PPE</p>		<ul style="list-style-type: none"> • The majority of staff do not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection and follow SCC PPE guidance. 	Y	Met	PW Helen	L
<p>Response to infection</p> <p>7. Test and trace</p>		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptom(s). Staff and pupils must not come into the school if they have symptom(s) and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptom(s) or someone who tests positive for coronavirus (COVID-19) 	Y	All	Met	L



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		<ul style="list-style-type: none"> A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptom(s) at school or staff who have developed symptom(s) at schools, where providing a test will increase the likelihood of them getting tested. The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. If someone test positive they 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 symptom(s) and then return to school only if they do not have symptom(s) 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. Other members of their household should continue self-isolating for the full 14 days. 	Y	SLT	Met	L
			Y	All	Met	L
Response to infection		<ul style="list-style-type: none"> Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school. The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. Based on the advice from the health protection team, schools must 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. Close contact means: 	Y	Emma, Helen	Met	L
8. Managing confirmed COVID-19 cases			Y		Met	L
			Y	HPT	Met	L
			Y	Emma, Helen	Met	L



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		<ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person ● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups are kept. This does not include every interaction a member of staff or pupil has. ● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Y	PW	Met	L
			Y			L
Response to infection			Y	SLT	Met	L
9. Contain any outbreaks		<ul style="list-style-type: none"> ● If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. ● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. ● In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. ● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Y	SLT	Met	L
			Y	SLT	Met	L
			Y			
Emergencies		<ul style="list-style-type: none"> ● All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. 	Y	PW	Met	L



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		<ul style="list-style-type: none"> Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y Y Y	Emma, Lisa, SLT Emma, Lisa, SLT Helen	Met Met Met	L L L
Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to school where possible; Parents and pupils are discouraged from using public transport, where possible particularly during peak times; For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport. 	Y Y	Charles Charles	Met Met	L L
Aerosol Generating Procedures		<ul style="list-style-type: none"> Staff performing AGPs will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection 		SLT		



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		<ul style="list-style-type: none">• Pupils will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, individual risk assessments will be carried out. In all instances, efforts should be made to:<ul style="list-style-type: none">- ensure that only staff who are needed to undertake the procedure are present and that no other pupils are in the room- minimise clutter to make the process of cleaning the room as straightforward as possible- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour				
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