



### General Details

Assessor	Debbie Carmichael
Assessment Date	17/10/2021
Assigned Reviewer	Debbie Carmichael
Next Review Date	29/07/2022
Operation Assessed	COVID-19 Reopening Schools

#### Associated with specific area

- Education
- Academy Schools
- Celtic Cross Education
- Bishop Bronescombe CE Primary School

#### Description of work area and/or activity assessed

Reopening schools to the general populace and controlling the risks associated with COVID-19 - review following rise in cases within school and local community



### Overall Current Risk


## Medium







### Persons Affected




- Children / Students
- Cleaner
- Contractors
- Employees
- Maintenance Staff
- Members of the Public
- Pregnant Women
- Visitors
- Volunteers


Current Rating	Hazard Information	Task Status
<b>Low</b> 	 <b>Housekeeping</b> Premises not checked to ensure it is safe to re-open.	
	Measures Currently in place to prevent risk of injury  Premises checked before full opening. Premises checked daily by site supervisor when unlocking building. Compliance checks undertaken as usual, including legionella.  Due to contractors working over the summer, site will be assessed prior to return of any staff to ensure safe to do so.	

Potential Rating	Additional Controls Required
<b>Low</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Training / Competence</b> Lack of up-to-date information for Staff.	
	Measures Currently in place to prevent risk of injury  Head of School has thoroughly read most up to date government and DfE guidance and continues to remain cognizant of LA, PHE and NHS advice. The risk assessment remains 'live' and is reviewed and updated in line with changes to guidance. Standard operational procedures have been shared with staff and this risk assessment will be shared ahead of school reopening. Opportunity for questions during staff INSET. Weekly staff meetings enable staff to be updated as necessary.	

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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Training / Competence</b> Lack of up-to-date information for students and parents/guardians.	
	Measures Currently in place to prevent risk of injury  Updated parent information has been sent out via newsletter / class dojo. Any further changes to policy and procedures due to PHE or DfE advice to be communicated to parents via Dojo and email with text alert.	



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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	<b>Supervision</b> Failure to maintain supervision levels if staffing levels drop.	
	Measures Currently in place to prevent risk of injury  Most classes have HLTAs who are able to cover for class teacher if absent. Supply company will be contacted should need for supply cover arise - they have their own risk assessment and procedures in place. Procedures will be reiterated on supply teacher's arrival.  If staffing levels become too low to maintain supervision, refer to CEO / Directors and LA to consider closing to certain year groups / bubbles	



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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	<b>Biological</b> Staff who are identified as clinically vulnerable coming into contact with Coronavirus	
	Measures Currently in place to prevent risk of injury  Clinically vulnerable staff have accessed vaccinations.  No CEV staff members on site. CV staff (including BAME and those that are pregnant) are advised to adhere to the following: - wash your hands regularly - stay away from anyone who has symptoms of coronavirus Working patterns / deployment of these staff members limits number of classes and number of staff and pupils they are working with. Where they do work in more than one class, staff should be mindful to pay particular attention to 2m social distance requirement and wash hands / use sanitiser and clean equipment etc before moving from one to another class. If a pupil is suspected to have Covid-19 symptoms, another staff member should supervise pupil.	



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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Biological</b>  Students who are identified as clinically vulnerable coming into contact with Coronavirus	<div>0</div> <div>0</div> <div>0</div>
Measures Currently in place to prevent risk of injury		
Teachers and TAs are aware of clinically vulnerable pupils They are reminded to adhere to the following: - wash your hands regularly - stay away from anyone who has symptoms of coronavirus  If a pupil is suspected to have Covid-19 symptoms, parents of CV pupil are advised as soon as possible.		



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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Biological</b>  Student or Member of staff displaying symptoms of Coronavirus	<div>0</div> <div>0</div> <div>0</div>
Measures Currently in place to prevent risk of injury		
Member of staff must inform SLT immediately and go home. They must contact 119 and arrange test. They must self-isolate until results of test are received and share with Head of School. If positive, they should remain at home for 10 days after symptom onset (or from date of test if asymptomatic). They can return if symptoms reduced and no fever. Staff member to maintain contact with SLT and inform immediately if it is a confirmed case of Coronavirus. If this is the case, SLT must liaise with NHS Test and Trace who will inform close contacts.  If pupil develops any of the 3 known symptoms, they are to be taken to the 'Isolation Room' (staff toilet. Temperature to be checked and parents called. Staff member to stay with them until collection but preferably at a safe distance of 2m. If not, staff member to wear PPE. Window to be kept open. Parent is instructed to call 119 and arrange test. They should self isolate for 10 days. Request that test results are shared as soon as available. If test is positive, parent should liaise with NHS Test and Trace to identify close contacts  Education settings will no longer be expected to undertake contact tracing. This may include children in the school, who may be advised to access a PCR test.  Admin to advise PHE of suspected cases and advise outcomes of tests. Head of School to liaise with PHE if cases reach 5 or more to determine whether further actions need to be taken (see contingency plan).		



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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Ventilation</b>  Lack of ventilation in indoor spaces	<div>000</div>
Measures Currently in place to prevent risk of injury		
<p>All rooms should have at least windows open slightly and door propped open to maintain good ventilation. When classroom vacated for break, windows and doors should be fully opened to allow the air within to be completely refreshed. If a door cannot be propped open when in use, door handles should be anti-bac cleaned frequently (x2 per day), in line with cleaning schedule.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul> <p>When DfE CO2 monitors are delivered, SLT / Site supervisor will check CO2 levels in each classroom and office. Remedial actions will be instigated if room is not ventilated sufficiently well enough.</p>		



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<b>Medium</b> 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Biological</b>  Close contact in crowded areas such as corridors, etc.	<div>000</div>
Measures Currently in place to prevent risk of injury		
<p>Access to corridors limited.</p> <p>Each phase has own outdoor play area to reduce need to access corridors / exits at same time.</p> <p>Children to enter / exit classes by class exterior door where available. (All except Phoenix and Angels have own doors. These classes can use different doors when accessing outdoor areas. When children are moving to hall, they should line up, one behind the other, in single file, thereby limiting close face to face contact.</p> <p>Lunch sittings are in phases. Classes sit on separate benches. Each phase has its own play area - no mixing across phases.</p> <p>Collective worship / assemblies will take place online.</p> <p>Staff meetings will take place online or phase meetings where social distancing can be maintained.</p> <p>Breakfast / after school club will operate phase groups / no mixing across phases.</p>		



Potential Rating	Additional Controls Required
<b>Medium</b> 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Welfare</b>  Lack of hand-washing facilities.	<div>000</div>
	<b>Measures Currently in place to prevent risk of injury</b>  Classes have identified handwashing facilities: UKS2 - each class has access to own sinks + toilet sinks. LKS2 - 4 sinks accessible in toilets. KS1 - 2 sinks plus 4 in toilets. YR - 2 sinks / YN - 2 sinks. These are cleaned 1x during the school day and x1 at end of the day. Hand sanitiser dispensers are installed throughout the school, near to exterior doors to enable sanitising after outdoor play. Handwashing preferred method before eating.	



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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Low</b> 	<b>Hazardous Substance</b>  Over-use or mis-use of hand sanitiser	<div>000</div>
	<b>Measures Currently in place to prevent risk of injury</b>  A mix of sanitising and washing is utilised. Handwashing at present before eating / after toileting. Hand sanitiser at other times so over-use is avoided. Parents have been asked to inform us if they DO NOT wish child to use sanitiser. The wishes of any parent not wishing their child to use sanitiser must be acknowledged and complied with.	



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<b>Low</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>Biological</b>  Staff and students not washing hands frequently	<div>000</div>
	<b>Measures Currently in place to prevent risk of injury</b>  Handwashing reminder is one of our Rules for Health and posters displayed to remind pupils. Staff reminded to wash / sanitise hands frequently. Posters displayed in staff room. Hand sanitiser available throughout school.  See contingency plan for further measures to be employed if cases are prevalent in school or if local area transmission rises, ie regular reinforcement of handwashing / sanitising rule	



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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	 <b>Biological</b> Cross-contamination from used tissues etc.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	All rooms have lidded bins to enable safe disposal of used tissues. All bins are cleared at the end of each day by cleaners. If a symptomatic person identified, class bins are cleared immediately and surfaces cleaned to avoid cross-contamination.	



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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	 <b>Biological</b> Disposal of potentially contaminated waste.	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	Potentially contaminated materials are to be thrown away in lidded bins and disposed of at the end of each day. Staff use one J-cloth per day and dispose. Lidded bins placed in every area. Bin bags to be disposed of daily. Any waste in a class where any pupil / staff member that develops symptoms has been should be disposed of in yellow bags. This should be double-bagged, placed in a separate shed (staging shed) and 'quarantined' for 72 hours. Andy Roberts to be responsible for ensuring 72 hours quarantine.	



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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	<b>Biological</b>  Cross-contamination from sharing equipment	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	<p>All pupils to have own water bottle - no cups to be shared. Any cups for EYFS / wraparound must be washed in a dishwasher after use (not washed by hand).</p> <p>KS2 pupils to have own or group pens, pencils etc to limit sharing.</p> <p>IT equipment / shared resourced to be cleaned with anti-bac cloth / spray after each use or quarantined for 72 hours upon return.</p> <p>Gym equipment is cleaned with anti-bac spray straight after use.</p> <p>Play equipment allocated per class.</p>	

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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Biological</b>  Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	<p>Pupils to have own water bottle - no cups to be shared. Any cups for EYFS / wraparound must be washed in a dishwasher after use (not washed by hand).</p> <p>Toys are not to be brought in from home.</p>	

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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.

Current Rating	Hazard Information	Task Status
Medium 	<b>Biological</b>  Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	<div>0</div> <div>0</div> <div>0</div>
	Measures Currently in place to prevent risk of injury	
	<p>All shared facilities / frequently touched surfaces are subject to increased cleaning regime. At least x2 per day (x1 during the school day and x1 at end of day by cleaners).</p> <p>A cleaning rota / checklist is in place to ensure this is completed.</p>	

Potential Rating	Additional Controls Required
Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.



Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>⚠ Biological</b> Cross-contamination from use of welfare facilities – toilets, sinks, water fountains etc.	<div>0</div> <div>0</div> <div>0</div>
<b>Measures Currently in place to prevent risk of injury</b>		
All shared facilities are subject to increased cleaning regime - at least x2 per day (x1 during school day and x1 by cleaners at end of school day). A cleaning rota / checklist is in place to ensure this is completed. No water fountains. Children bring own drinks bottles. When school cups are used, these are cleaned in dishwasher - no washing by hand		






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<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>⚠ Biological</b> Cross-contamination from food served on premises	<div>0</div> <div>0</div> <div>0</div>
<b>Measures Currently in place to prevent risk of injury</b>		
Caterers have to adhere to hygiene standards and risk assessments, including frequent hand-washing etc.  Children to be supervised at lunchtimes and discouraged from sharing food.  Sweets and cake are not permitted to be brought into school by pupils to share with pupils or staff.		






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Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<b>⚠ Housekeeping</b> Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	<div>0</div> <div>0</div> <div>0</div>
<b>Measures Currently in place to prevent risk of injury</b>		
Identified member of staff (LM) to monitor PPE stocks / (CS/AR to maintain cleaning product stocks) and order when starting to get low. Stocks stored in easily accessible area for topping up as needed.		






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Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Biological</b> Close contact with visitors to the school site.	  
	<b>Measures Currently in place to prevent risk of injury</b>	
	All visitors must be pre-booked only and test and trace documentation completed pre and post visit. Visitors will be admitted when they have confirmed that they are not displaying Covid-19 symptoms. 2m distance should be adhered to where possible.	
	Visitors to school to wear face coverings and maintain 2m distance from staff. If they meet with children, they should ensure area is well ventilated or work outside if possible.	






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Current Rating	Hazard Information	Task Status
<b>Medium</b> 	 <b>Welfare</b> Provision of first aid (including paediatric first aid where appropriate) support to students	  
	<b>Measures Currently in place to prevent risk of injury</b>	
	First aid trained staff members throughout school, including paediatric trained staff, ensuring a first aider is in close proximity. First Aid kits in each classroom. Staff to provide first aid from a distance if possible.	
	If close proximity / contact required, staff to ensure this is for as short a time as possible. Staff to wash hands straight away.	






Potential Rating	Additional Controls Required
<b>Medium</b> 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b>  Providing care (dispensing medicines etc.) for students with medical needs	  
	Measures Currently in place to prevent risk of injury	
	First aid trained staff member throughout school. Staff to provide support from a distance if possible. If close proximity / contact required, staff to ensure this is for as short a time as possible. Staff to wash hands straight away. Medicines are administered according to usual procedures. Stored in locked class cupboard or staff room fridge as required. Parents to sign consent and log of administration completed by staff in school.	


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Medium 	<b>No Remedial Actions Entered</b> If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.


Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b>  Providing care for students with specific care needs (support for toileting etc.)	  
	Measures Currently in place to prevent risk of injury	
	Pupils with specific needs are identified and sufficient staff ratios in place as well as identified areas to support with intimate care. PPE supplied for this purpose	


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Current Rating	Hazard Information	Task Status
Medium 	<b>Welfare</b>  Providing care for students with specific emotional or behavioural needs	  
	Measures Currently in place to prevent risk of injury	
	Pupils with specific SEMH needs are identified and staff allocated. Breakout areas allocated for each phase. Staff trained in supporting SEMH needs (emotion coaching, Draw and Talk, TIS). All pupils with identified SEMH needs have and IBP and RA in place. Where pupils at risk of exhibiting challenging behaviour, personal face shields for staff to be on hand in each classroom	

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Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<p><b>Biological</b></p> <p>Increased risk of transmission due to rising community transmission, a number of positive cases in the same year group / class or a rapid rise of Covid cases within 10 days.</p>	<div> <div>0</div> <div>0</div> <div>0</div> </div>
<b>Measures Currently in place to prevent risk of injury</b>		
<p>Head of School / SLT to liaise closely with Public Health England.</p> <p>Contingency plan in place detailing measures to be taken if need arises. These include, but not limited to, face coverings, limiting mixing, enhanced cleaning, attendance restrictions and remote education.</p> <p>These steps will be taken on recommendation by PHE and/or DfE and in liaison with Trust senior leaders.</p> <p>When above trigger level met:</p> <p>Face coverings to be worn in communal areas. Limit number of staff in staff room. Recommend staff maintain social distancing from other staff and pupils not in their own classes.</p> <p>Remind of enhanced cleaning, ventilation and twice-weekly LFD testings</p> <p>Lunch sittings are in phases. Classes sit on separate benches. Each phase has its own play area - no mixing across phases.</p> <p>Collective worship / assemblies will take place online.</p> <p>Staff meetings will take place online or in small groups where social distancing can be maintained.</p> <p>Breakfast / after school club will operate phase groups / no mixing across phases.</p>		

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<b>Medium</b> 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>

Current Rating	Hazard Information	Task Status
<b>Medium</b> 	<p><b>Biological</b></p> <p>Risk of transmission due to lettings of school premises</p>	<div> <div>0</div> <div>0</div> <div>0</div> </div>
<b>Measures Currently in place to prevent risk of injury</b>		
<p>Hirers will be supplied with a copy of this risk assessment.</p> <p>Hirers will not allow people to enter the building if they have symptoms of Covid. If anyone displays symptoms during their time in the building, they are to ensure person vacates the building as soon as possible and accesses a PCR test.</p> <p>Hirer will ensure all surfaces are cleaned with anti-bac spray before leaving the premises, including frequently touched surfaces: door handles, toilet flushes, taps, backs of chairs and table tops.</p>		

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<b>Medium</b> 	<p><b>No Remedial Actions Entered</b></p> <p>If there are any reasonably practicable actions which can be taken to reduce the risk associated with this hazard please use the form above to enter them.</p>