

Assessment: 12.06.20

Draft Model Risk Assessment for Schools Re-Opening after Covid-19 Closure

Assessed by: Safety Health & Wellbeing Team

Section: Schools

Review dates: as dictated by issuing of new Government guidance

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings

All Headteachers must have completed a Manager's Checklist <http://intranet.bcc.lan/crm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en> and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits.

All schools should have completed Bristol City Council CHaSMS. All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics. [CHaSMS submitted online 22nd May 2020 by Melanie Bunce](#)

All pupils and their parents/ carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.

[Initial letter sent on the 20th May 2020 Letters](#) will be sent to all families with children Bubbles regards mitigations required for attending on the 3rd June 2020 and the 5th June 2020 ahead of the opening of Bubble A and Bubble B on Monday 8th June 2020

IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (high temperature or a new, continuous cough) STAY AT HOME and CALL 111 or <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Green indicates Risk Mitigated

Amber indicates mitigates need close monitoring to assess impact

Red indicates mitigations need to be operational prior to the widening of the school to more children- target date of Monday 8th June

SECTION 1- Identifying Hazards and Existing Precautions

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
School buildings	Buildings and systems e.g. heating & water	Staff pupils,	serious	Government guidelines https://www.gov.uk/government/publications/managing-school-	possible	Medium

	systems not functioning safely after period of closure	visitors		premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak Our building has been in use since the 20th March and therefore these are not issues for the majority of our building. The Elliot building to be opened at least a week before staff and children utilise it and all systems checked to be functioning. Weekly checks have been continuing throughout the period the building has not been in use.		Mitigations reduce to low
Travel to and from schools	1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body 2. Infecting others, as above	Staff, pupils, visitors	major	Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice All staff have masks available to enable safe travel on public transport Secure facilities for bikes are available Adequate car parking is available The local R number will be monitored and we will seek information on local infection rates Staff will be briefed on the necessity to wash hands on arrival at site. Advice on changing on return to home and handwashing/showering will be shared with all staff	possible	High Mitigations reduce to low when the R level locally is well below 1
Staffing allocation	As 1 and 2 above	Staff, pupils, visitors	major	Current DfE advice 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 Audit of available staff completed by 18 th May has established that there are safe staff ratios to open Bubble A (Alpha) , Bubble B (Beta and Delta) and maintain the Admin bubble (Omega). Each staff bubble will socially distance from the other bubbles. Only the Forever Sport coach (Wednesday) and senior leaders/caretaker and cleaners (if required) will move between the bubbles. Raph Burke will visit Delta on Fridays between 2.00pm-3.00pm. Individual staff risk assessments will be completed by Tuesday 2 nd June 2020. Completed and reviewed by SLT 4 th June 2020. Mitigations in place. Unless more staff can return to the site there is limited capacity to move to 4 bubbles in term 6.	possible	High Mitigations reduce the risk to low. unless in orange indicating medium Expansion of provision beyond these bubbles will increase the risk without further mitigation.

				<p>If Covid-19 is identified within a bubble it will close for 14 days.</p> <p>If Covid-19 is identified in the Admin bubble the school will close for 14 days : Public health guidance received and may replace this approach if advised and safe.</p> <p>In the event of prolonged staff absence the risk assessment will be revisited and a strategic reorganisation of the Bubble structure may take place. Staff will not be moved to address short term absence but may move to support a restructure</p>		
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing good practices and Government advice</p> <p>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</p> <p>Adults https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/</p> <p>All staff working on site will receive briefing on this guidance and this will</p> <p>Children https://campaignresources.phe.gov.uk/schools</p> <p>Signage regards handwashing will be renewed in all classrooms, toilets, staffrooms ahead of the 8th June : achieved by the 5th June</p> <p>Children will not wear school uniform and families will be encourage to ensure that children wear clean clothes each day.</p> <p>Staff will be asked to wear clean washable clothes each day</p>	possible	High
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government Guidance on social distancing</p> <p>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</p> <p>Staff will access the site through Albany Road. This will not be access point for parents and carers.</p> <p>Visitors will be met at the gate and escorted (with social distance) if they have a delivery to make. This will include donors to the Community Food Share (food bank) .</p> <p>Community Food Share users will enter through the gates between 1.30pm-2.30pm on Mondays and/or Fridays. The main gates will be open during those hours</p>	possible	High

Mitigations reduce to low unless in orange indicating medium

				<p>All children to Bubble A and Bubble B will enter between 8.40am-8,55am through the East Grove gate. Any families arriving outside those times will have it explained to them that lateness is creating greater risk of infection. Signage will support this message.</p> <p>All children from Bubble A and Bubble B will be collected by families at 3.15pm who will be asked to gather on the top playground in a socially distanced manner. Bubble A will be released from the Leo steps and Bubble B from the Aries and Scorpius fire door steps.</p> <p>Corridor cloakrooms will not be used for storage of personal items including coats.</p> <p>While the Monmouthshire social care team are on site from the 8th June (8th June and 10th June) they will only use the Phoenix Taurus classrooms.</p> <p>When coming in from the playgrounds markings on the playground will support the children lining up with appropriate social distancing</p> <p>Payments to schools will need be with money placed into an envelopes, placed in the school safe and not touched for 48 hours after arrival. There will be no change given</p>			<p>Mitigations reduce to low unless in orange indicating medium</p>
Corridors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Entry and exit will be through the playground gate into Bubble A and the fire escape doors for Bubble B.</p> <p>Only staff will need to use corridors and they will be reminded of the need to ensure social distancing and to walk to the left</p> <p>Visitors will be reminded that at St Barnabas we walk on the left and signage will support maintaining social distance</p>	possible	High	<p>Mitigations reduce to low</p>
Playgrounds/ outside areas	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Bubble A will have access to the Leo playground, field and MUGA</p>	possible	High	<p>Mitigations reduce to low</p>

				<p>Bubble B will have access to the main playground and the garden.</p> <p>Sports resources with cleaning materials will be placed in both outdoor areas</p> <p>The Playpod will only open after further risk assessment and a safety plan. ,</p>		
Assemblies	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Only online virtual and bubble assemblies will be held</p>	possible	<p>High</p> <p>Mitigations reduce to low</p>
Dining areas	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Community Food Share in the hall means that the hall will not be accessed by any children.</p> <p>All staff working in Community Food Share must use PPE when handling donations and when CFS is open. No staff should enter CFS who are not in the Admin bubble.</p> <p>Bubble A lunches to be taken to the bubble and used plates to be collected for the class by Chartwells staff</p> <p>Bubble B lunches to be taken to the bubble and used plates and cups to be collected for the class by Chartwells staff</p> <p>Admin Bubble to work in their respective workspaces Office, HT office, DHT office, SENCo office and Community Care</p> <p>Staff to bring their own Travelling Cup for their own drinks. Staff are responsible for cleaning and storage of their cups. They will be encouraged to bring their own cutlery which they are asked to wash and store in their draw between uses. Teaspoons will be used and placed in the dishwasher after use. .</p> <p>Children to bring their own drinks bottle and refill within the Bubble. The school will have supply of bottles which once distributed must be named. Children will be asked to take their water bottles home each day to clean and refill them.</p>	possible	High

				<p>No shared food to be brought onto the site into staffrooms or bubbles</p> <p>An additional staffroom to be created in the Workspace for Bubble B staff to eat their lunch. Access to the main staffroom should be as limited as possible and observe social distancing. It is advisory that only 3 staff are in the main staffroom at one time.</p> <p>If staff briefings are needed they will be completed in the enquiry zone and will ideally be separate for Bubble A and Bubble B</p>		<p>Mitigations reduce to low unless in orange indicating medium</p>
Classrooms	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>The building is being organised into three bubbles ahead of the widening of pupil and staff onsite</p> <p>Bubble A YR and Y1 children – below 15 children in 2 rooms + identified outdoor space + identified staff team and the potential to move to 2 bubbles if more staff capacity becomes available</p> <p>Bubble B Y2-Y6 children-below 15 children in 2 rooms + identified outdoor space+ identified staff team and the potential to move to 2 bubbles if more staff capacity becomes available</p> <p>Bubble C Administration bubble who will primarily communicate with staff and pupils virtually</p> <p>Reorganisation of all classroom spaces and resources to maximise the potential for social distancing and the alignment with guidance on cleaning resources and surfaces.</p> <p>Cleaning processes reviewed with Glen cleaning and all cleaning staff briefed by Glen on what is required</p>	possible	<p>High</p> <p>Mitigations reduce to low</p>
External providers, visitors and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above</p> <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers</p> <p>All visitors to enter through the Albany Road gate.</p>	Possible	<p>High</p>

				<p>Phill from Forever Sport to be briefed on the risk mitigations and to ensure handwashing when entering the site and moving between bubbles. Equipment must not move between the bubbles.</p> <p>Donors will be escorted to bring donations onsite between 10.00-12.00 through the Albany Road gate and place it in crates by the main entrance.</p> <p>Community Food Share users will enter through the Albany Road gates between 10.00-12.00 Monday and Friday</p> <p>All other visitors to the site will be met at the gate and escorted onsite with notice taken of social distancing..</p> <p>There will be no additional visitors into the bubbles until this risk assessment has been reviewed.</p>		Mitigations reduce to low
Deliveries	As 1 and 2 above	staff		<p>Existing Public Health England (PHE) /Government general guidance as above https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Guidance will be shared with all members of the Admin bubble onsite</p> <p>All materials delivered to the site will be moved with PPE and will not be handled until cleaned with alcohol wipes and/ or left for 48 hours.</p>	possible	High Mitigations reduce to low
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	<p>Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>The school will ensure that the Glen Cleaning team is fully staffed and that Glen cleaning have briefed all their staff on the requirements regarding cleaning standards</p> <p>The school will ensure all Glen Cleaning staff have been briefed on the safe use of PPE and disposal of refuse</p> <p>The caretaker will monitor the quality of cleaning across the site and report concerns to the SBM</p> <p>The caretaker will monitor the availability of adequate soap and cleaning materials daily for school staff and Glen cleaning staff.</p>	possible	High Mitigations reduce to low unless in orange

				need to be notified and the bubble will cease to work for 14 days. Testing will be requested for all staff within the bubble		
Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	<p>Schools' specific evacuation plan</p> <p>The school evacuation plan will remain in place and include movement of all bubbles to the main playground.</p> <p>Each bubble will remain socially distanced while the site is checked for safety and all those on site are checked to be present. Playground markings will support this process.</p> <p>If needed the Admin bubble will contact families to enable evacuation from the site. If evacuation from the site is needed each bubble will relocate via the East Grove gate to opposite the Star and Garter – Bubble A in the basketball court and Bubble B by the grassed area. Admin team next to the Star and Garter</p>	possible	<p>High</p> <p>Mitigations reduce to low</p>
Altered teaching protocols/ curriculum	Stress	Teaching staff, pupils	major	<p>Existing DfE guidelines BCC EAP</p> <p>The offset planning teams for Bubble A and Bubble B and the onsite delivery teams, with the support of the Learning Mentors within the Admin team will plan a 'recovery curriculum' which balances formal academic learning, social interaction and strengthening of pupil wellbeing.</p> <p>School at Home will continue for children offsite and will be organised by year group.</p> <p>Online School is planned to commence for Y5 on the 8th June and all appropriate online guidance and policies will have been reviewed and renewed.</p>	possible	<p>High</p> <p>Mitigations reduce to low</p>
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	<p>BCC EAP</p> <p>The inclusion team will plan the necessary in-school or offsite input to the child and family. The delivery will be by the Bubble A or B team unless there are heightened risks to health and safety or social distancing if the pupils stays within the bubble</p> <p>The school will follow its revised positive handling policy and its reviewed behaviour for relationships and learning policy.</p>	possible	<p>High</p> <p>Mitigations reduce to low</p>

Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Buildings and systems e.g. heating will not be functioning safely after period of closure	Government guidance All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. A deep clean will be needed following cleaning guidance.	Site staff/ Headteacher	Before date school re-opens for any people The majority of the school site has been open to adults and children since the 23 rd March 2020 New areas of the site 22 nd May	New areas of the site 22 nd May

<p>Transmission of or infection with Covid-19 during travel to and from schools</p>	<p>Avoid use of public transport wherever possible</p> <p>Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Consider providing additional parking or bike-racks- not needed</p>	<p>All staff and visitors</p>	<p>Date school re-opens for any people</p> <p>22nd May 2020</p>	<p>22nd May 2020</p>
<p>Transmission of or infection with Covid-19 due to inappropriate staffing allocation</p>	<p>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</p> <p>Authorisation onto the school site will be by the Headteacher.</p> <p>All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager</p> <p>Staff must have read the risk assessment or school protocol for safe working in school and agree to adhere to it before entering.</p> <p>Staff to confirm if they plan to go into school and this will be confirmed by the Headteacher.</p> <p>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</p> <p>Review positive handling strategies/policies (behaviour strategies/policies) where needed</p> <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</p> <p>There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a classroom – they are spread out across the school site and in classroom bases.</p> <p>No lone working is permitted. Lone workers must have notified the onsite caretaker of their presence on site and had notified the Headteacher they will be on site. The caretaker will work on site when unlocking and locking the building.</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff to avoid non-essential trips within the buildings</p> <p>Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts and encourage use of Stairs n/a</p> <p>Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible</p> <p>Use screens to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions or similar areas</p> <p>Staggering break times to reduce pressure on the break rooms, using outside areas for breaks</p>	<p>Headteacher</p>	<p>Date school re-opens for any people</p> <p>1st June</p> <p>Staff organise ahead of opening within the Bubbles</p> <p>5th June 2020</p>	

<p>Transmission of or infection with Covid-19 due to poor hygiene</p>	<p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Good hygiene</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Keep 2m away from others at all times. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Talks will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms. Briefings on the 1st and 2nd June and for all staff new to the site after that</p> <p>.</p>	<p>All staff and visitors</p>	<p>5th June 2020</p>	
<p>Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings</p>	<p>Consider having one route for entering the building and separate one for exiting if possible</p> <p>Consider staggered arrival times</p> <p>In reception areas</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Use automatic doors where available</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible.</p> <p>Stagger arrival times and explain rationale.</p> <p>Advise parents/carers of need to minimise numbers of people in building before school opens. Consider not allowing parents/carers beyond enclosed reception area.</p>	<p>All staff and visitors</p>	<p>Date school re-opens for any people</p>	

	<p>Notices to inform of protocols, 2m distance, hand washing/sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19</p> <p>Payments to schools should be taken by contactless methods wherever possible- see above</p> <p>Use screens to protect reception staff Glass in place</p> <p>Plan safe collection system for pupils to leave and for parents/carers at end of school sessions – e.g. staggered times for leaving /collection and demarcated designated waiting areas</p>		5 th June 2020	
Transmission of or infection with Covid-19 due to corridor congestion	<p>Use social distancing guidelines of 2m minimum distance between people.</p> <p>Use visual reminders of the 2m distance e.g. on floors and walls</p> <p>Use one-way circulation systems where possible- not needed</p> <p>Consider staggered use of corridors: not needed</p>	All staff	Date school re-opens for any people 5 th June 2020	
Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion	<p>Food and drink should only be consumed in dedicated facilities. Classrooms and staffroom spaces</p> <p>Break times should be staggered to reduce congestion and contact at all times .Bubbles in separate spaces</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all people when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>All persons should sit 2 metres apart from each other whilst eating and avoid all contact. Reconfigure seating to accommodate safe spacing.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used. Hot meals for 25 people have been provided on site since the 23rd March with social distancing protocols in place. Chartwells will operate safe procedures where all cutlery will be wrapped in Clingfilm after cleaning and it will be distributed in classrooms by school staff wearing PPE.</p> <p>(If, as a last resort behind providing pre-wrapped food, any cutlery is provided this should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Food displays should be protected against contamination by coughing, sneezing, etc.</p> <p>Payments should be taken by contactless methods wherever possible. – see above</p> <p>Drinking water should be provided and enhanced cleaning measures of the tap mechanism introduced. Access to fill water bottles brought from home will be in Bubbles and staffrooms</p> <p>Tables and chairs should be cleaned between each use. Children and staff will be asked to use the same chair and table each day.</p>	All staff	Date school re-opens for any people	

	<p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p>Staff Room Staff must clean surfaces and equipment used as they finish.</p> <p>Time needed for staff to use staff rooms may be longer Two staff room spaces will be in place</p> <p>Staff to have own cutlery etc. in their staff rooms Cleaning procedure for kettles fridges will be established .</p>			
Transmission of or infection with virus in playgrounds/ outside areas	<p>As a minimum My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.</p> <p>Staggered use of outdoors and the spaces within is advisable.</p>	All staff	Date school re-opens for any people	
Transmission of or infection with Covid-19 due to congestion in assemblies	<p>If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but consider streaming as an alternative.</p>	All staff	Date school re-opens for any people	
Transmission of or infection with Covid-19 due to classroom congestion	<p>Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same.</p> <p>Limit the number of people in each room/area to follow social distancing guidance.</p> <p>All persons are to wash their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first) • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • staff should only complete activities which relate directly to their job descriptions which cannot be completed at 	All staff	Date school re-opens for any people	

	<p>home.</p> <ul style="list-style-type: none"> Teachers may only complete tasks relating to the Teachers Standards which cannot be completed at home. No physical contact. No close contact activities (2 metre distance). <p>Activities and resources</p> <ul style="list-style-type: none"> All resources to be cleaned after use (including computers). 		5 th June 2020	
Transmission of or infection with Covid-19 by external providers, visitors and contractors	<ul style="list-style-type: none"> Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash/sanitise their hands upon entering the site. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	All staff	Date school re-opens for any people	22 nd May 2020
Transmission of or infection with Covid-19 during deliveries	<p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for</p> <p>Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place –school staff not to approach delivery staff</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).</p>	All staff	Date school re-opens for any people	22 nd May 2020
Transmission of or infection with Covid-19 due to inadequate cleaning	<p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	All staff	Date school re-opens for any people	

	<p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This will be monitored by the caretaker and SLT</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc. • Classrooms to be cleaned in lunchbreaks • Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins • Consider storage for staff clothes and bags • Consider washing premises staff uniforms on site rather than at home 		5 th June 2020	
Transmission of or infection with Covid-19 during use of changing facilities/showers/drying rooms	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Bin liners should be used in all bins Not on site</p>	All staff	Date school re-opens for any people N/A	
Transmission of or infection with Covid-19 during discovery of (or by) a person with	<p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. 	All staff	Date school re-opens for any people	

Covid-19 symptoms	<ul style="list-style-type: none"> Avoid touching anything. Go home immediately (Children accompanied by their parent, etc). All other persons are to maintain a safe distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks 		5 th June 2020	
Transmission of or infection with Covid-19 during emergency evacuations	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.	All staff and visitors	Date school re-opens for any people 22 nd May 2020	
Stress	<p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. It should be noted that many routine activities will take more time to complete.</p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety,</p>	All staff	Date school re-opens for any people	

	<p>bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p>		5 th June 2020	
Secondary and Vicarious Trauma	<p>Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP.</p>	All staff	<p>Date school re-opens for any people</p> <p>5th June 2020</p>	

RISK RATING MATRIX
 (Notes To Aid Completion Of The Risk Assessment Format)
 Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk



Jon Barr Headteacher: 22nd May 2020
Approved by the Full Governing Body:



Kate Matheson, CoG, 22/05/2020

22nd May 2020 Jon Barr Headteacher St Barnabas CE VC Primary School
Reviewed 5th June 2020 Jon Barr Reviewed 12th June 2020