



## RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS

Name of School		Date of assessment	Review date
St. Vincent's Catholic Primary School - Knutsford		Updated 30 <sup>th</sup> August 2021	<b>22<sup>nd</sup> October 2021</b>
Name and Position of Assessor(s):	Miss Bernadette Groarke	Assessor(s) Signature:	
Headteacher's Name:	Miss Bernadette Groarke	Headteacher's signature:	
Chair of Governor's Name:	Mr Mike Dobson	Chair's signature	

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

### 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>A. Hygiene and Handwashing</b>				
Virus might be on surfaces	Children and staff	<p><b>Ensure good hygiene for everyone.</b> Hand washing for children and staff a priority</p> <p>Teachers will make sure they wash their hands and surfaces, before and after handling pupils' books</p>	Low/ Medium risk	<p>Additional 8 hand sanitizer's are in school – near exits</p> <p>All sinks in each classroom are cleared and easily accessible to wash hands.</p> <p>Staff have a copy of risk assessment check list. Staff reminded at September INSET</p>
Virus might be on hands	Children and staff	<p><b>Ensure good hygiene for everyone.</b> Communication to parents has reminded them that their child should rigorously wash their hands before and after school. The school's <b>timetable incorporates more time for more frequent handwashing</b>, in particular, for special schools.</p> <p>Staff reminded to wash hands regularly.</p>	Low/ Medium risk	Regular and thorough hand cleaning is going to be needed for the foreseeable future
<b>B. Respiratory Hygiene</b>				
Spread of virus	Children and staff	<p><b>Ensure good hygiene for everyone.</b> Schools are communicating and reinforcing the 'catch it, bin it, kill it' approach and have ensured that there are enough tissues and bins available to support staff and pupils to follow this routine</p>	Medium risk	Each classroom has a place set up and encourages respiratory hygiene

C. Cleaning				
Virus might be on surfaces	Children and staff	<p><b>Maintain appropriate cleaning regimes.</b></p> <p>A plan is in place for enhanced cleaning. The school's cleaning schedule includes <b>frequently touched surfaces</b> being cleaned more often than normal</p>	Low/ Medium risk	<p>Three members of cleaning staff/ caretaking cover over the day ongoing since June 2020</p> <p>7.30 am until 5.30 / 6pm - caretakers/ cleaners cover school each day</p>
Virus might be on surfaces	Children and staff	<p><b>Maintain appropriate cleaning regimes.</b></p> <p>The school's cleaning schedule includes <b>resources that are shared between classes</b></p>	Low/ Medium risk	<p>Three members of cleaning staff/ caretaking cover over the day ongoing since June 2020</p> <p>Own pencil cases in juniors</p>
Virus might be on surfaces	Children and staff	<p><b>Maintain appropriate cleaning regimes.</b></p> <p>To reduce the risk of infection whilst filling children's water bottles - school will supervise</p>	Low/ Medium risk	<p>Staff / monitors supervising refilling of water bottles– This will continue in September 2021</p>
D. Keep spaces well ventilated.				
Spread of virus	Children and staff	<p><b>Keep spaces well ventilated.</b></p> <p>In order to <b>increase ventilation while maintaining a comfortable temperature</b>, the school uses the following measures: Windows to be opened and to increase air flow the classroom door and outside doors propped open</p>	Medium risk	<p>Children and staff encouraged to wear extra layers to keep warm if necessary.</p>

<b>E. Responding to Someone with Symptoms</b>				
Someone is unwell	Children, parents and staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b></p> <p>Staff and children will be sent home as soon as they develop any symptoms</p> <p>If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.</p>	Medium risk	<p>Outside the office area in the main Reception space with door open child will wait for parent to pick up.</p> <p>This will be thoroughly cleaned after child goes home.</p>
Spread of virus	Children, parents and staff	<p>Staff and children have been advised <b>not to come to school if they have coronavirus symptoms or have tested positive.</b></p>	Medium risk	Government guidelines should be followed
Staff member unwell	Staff	<p>On developing symptoms, members of staff will be asked to request a PCR test.</p> <p>Children and staff have been advised that if they test positive they are advised to isolate for 10 days.</p>	Medium risk	If staff member can't get a test – school testing kits will be issued.
Spread of virus	Children, parents and staff	<p>Staff and children should not come into school, and should quarantine if they have recently visited countries outside the Common Travel Area</p>	Medium risk	Government guidelines should be followed
<b>F. Personal Protective Equipment (PPE)</b>				
Staff not using PPE correctly Virus spreads	Children and staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b></p> <p>Staff have been given training poster on when and how to use PPE, including the safe removal and application of PPE masks and other equipment., in line with the DfE guidance</p>	Medium risk	<p>Remind staff about their own health and use of PPE when necessary.</p> <p>Reminder again - INSET Sept 2021</p>

<b>G. Managing Symptoms, Testing and Responding to a Local Outbreak</b>				
Someone is unwell	Children, parents and staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <p>The school has ensured that all staff members and parent/carers <b>understand the NHS Test and Trace process</b> and how to contact their local Public Health England health protection team.</p>	Medium risk	Reminders in newsletters and email – Sept 21 The school has an <b>outbreak management plan</b> outlining how it would operate if there were an outbreak in the school or local area based on the advice from the COVID-19 Education Team/Public Health
Someone is unwell	Children, parents and staff	<p>Staff and children will be sent home as soon as they develop any symptoms</p> <p>If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.</p>	Low/ Medium risk	<p>Outside the office area in the main Reception space with door open child will wait for parent to pick up.</p> <p>This will be thoroughly cleaned after child goes home.</p> <p>The school has isolation procedures which can be activated if required by <b>the LA COVID-19 Education Team/Public Health</b></p>
Staff member unwell	Staff	On developing symptoms, members of staff will be asked to request a test.	Low/ Medium risk	The school has a <b>template letter to send to parents and staff</b> if required by <b>the LA COVID-19 Education Team/Public Health</b> .
Staff's emotional and mental health	Staff	Post-testing support arrangements are in place for staff.	Low/ Medium risk	Staff member to inform Head if they have a test and if positive or negative.
Someone is unwell	Staff and Children	The school will follow the advice from our local Director of Public Health in the event of a suspected or confirmed outbreak.	Medium risk	Updated regularly in newsletters and by emails
Spread of virus	Staff and Children	<b>The school has procedures in place</b> to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) with either a LFT or PCR test.	Medium risk	Mrs Watson & Miss Groarke to be informed of a positive result,

<b>H. Face Coverings</b>				
Spread of virus	Staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b></p> <p>Staff will wear masks when welcoming/seeing children out at beginning and end of the day.</p>	Medium risk	Staff to wear face coverings when in large mixed year groups.
Spread of virus	Staff	The school has a supply of disposable face coverings should an adult require one.	Medium risk	Staff to wear face coverings when not in the classroom.
<b>I.</b>				
<b>J. Minimising the risks associated with travel and quarantine.</b>				
Spread of virus	Children, parents and staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b></p> <p>Staff and children should not come into school, and should quarantine if they have recently visited countries outside the Common Travel Area</p>	Medium risk	Government guidelines should be followed
<b>K. Safeguarding and arrangements for vulnerable and critical worker children</b>				
Child at risk of neglect due to no home learning or risk of harm	Children	<p><b>Arrangements are in place to strongly encourage vulnerable children to attend school.</b></p> <p>Where they are declining to attend the Early Help lead or Social Worker is made aware</p>	Medium risk	Robust arrangements are in place to ensure the <b>safeguarding of those children who are not attending</b> school in person – attendance register kept for Teams meetings

L. Risk Assessment				
Virus spreads – due to people not reading risk assessment.	Staff, Children, Parent, outside providers and contractors	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</b></p> <p>The school’s <b>risk assessment contains key information</b> on how they will: take action to eliminate the hazard, or if this isn’t possible, <b>control the risk</b></p>	Medium / Low risk	<p>School risk assessments have been discussed and circulated to all staff and governors – June 2020</p> <p>Updated risk assessments circulated for September opening – July 2020</p> <p>Updated 28<sup>th</sup> August and sent to all staff and governors for discussion on INSET – 1/9/20</p> <p>Risk assessments updated – September 2020</p> <p>Updated again in December 2020 updated again February 2021 updated again March 21.</p> <p>Updated in June 2021 and again in September 2021</p>
School openings without a risk assessment – virus spreads	Governors and staff	<p>The Governing Body has been fully involved in the decision making in relation to the wider opening of the school</p> <p>The Governing Body has signed off the risk assessment.</p>	Medium / Low risk	<p>Governors meeting for wider opening via TEAM – agreed first risk assessment - 5<sup>th</sup> June.</p> <p>Circulated for September opening July 2020 to Governors</p> <p>Circulated again August 2020, September 2020, February 2021 and March 21.</p> <p>Updated in June 2021 and again in September 2021</p>
M. Social Distancing, routines and visitors				
Children will not social distance – spread of virus	Children and staff	<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <p>To reduce the risk of transmission, the school has <b>agreed consistent groups of children and young people</b> – Year groups and Key Stages.</p>	Low/ Medium risk	Staggered start and end times to the day

Children will not social distance Children mix between classes – virus spreads	Children and staff	Arrangements for lunch and break times ensure that children are limited at mixing-Key Stage groups. Use zoned parts of the playground and field. Plans to ensure that toilets do not become crowded are in place (eg, limiting the number of children or young people who use the toilet facilities at one time).	Low/ Medium risk	Children taught in Year groups but can do some activities in Key stage groups.																								
Staff mix between bubbles – virus spreads	Staff	Staff reminded to remain at a safe distance from each other at lunchtime or during breaks	Medium risk	Social distancing reminder for staff Signage up in staffroom Use of ICT suite for PPA time Use of outside area.																								
Too many people on the playground – spread of the virus.	<p>Designated entrance and exit points to the building.</p> <p>Different Staggered Start and End Times updated September 2021</p> <table border="1" data-bbox="405 810 1265 999"> <thead> <tr> <th></th> <th>Reception</th> <th>Year 1</th> <th>Year 2</th> <th>Year 3</th> <th>Year 4</th> <th>Year 5</th> <th>Year 6</th> </tr> </thead> <tbody> <tr> <td><b>Start Time</b></td> <td>8.50 Reception area</td> <td>8.55 Reception area</td> <td>8.50 Infant door</td> <td>8.55 Junior door</td> <td>8.50 Junior door</td> <td>8.55 Year 5/6 door</td> <td>8.50 Year 5/6 door</td> </tr> <tr> <td><b>Home Time</b></td> <td>3.10 Reception area</td> <td>3.15 Reception area</td> <td>3.10 Infant door</td> <td>3.15 Junior door</td> <td>3.10 Junior door</td> <td>3.15 Year 5/6 door</td> <td>3.10 Year 5/6 door</td> </tr> </tbody> </table> <p>Drop-off and collection times have been staggered Drop off at designated time and leave the playground quickly via the one-way system around the building.</p>			Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<b>Start Time</b>	8.50 Reception area	8.55 Reception area	8.50 Infant door	8.55 Junior door	8.50 Junior door	8.55 Year 5/6 door	8.50 Year 5/6 door	<b>Home Time</b>	3.10 Reception area	3.15 Reception area	3.10 Infant door	3.15 Junior door	3.10 Junior door	3.15 Year 5/6 door	3.10 Year 5/6 door	Medium risk	<p>Parents and carers information about drop off time – regular updates via newsletters.</p> <p>The school has <b>communicated with parents and carers around any staggered start/end times</b> to remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>
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Spread of virus	Children and staff	Those <b>staff who need to move between</b> year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	Low/ Medium risk	Staff regularly reminded about social distancing																								



Spread of virus	Children and staff Outside providers Coach Dave Bikeability Love Music Trust	The school has considered how to reduce the risk of certain activities when pupils are playing instruments or singing – using hall, ensuring good ventilation (See Love Music Trust risk assessments) Sports and Bikeability -	Medium risk	Records are kept of all visitors. No one with symptoms allowed on site. Increased hygiene protocols in place before and after activity.
Spread of virus	Children and staff	Specialists, therapists clinicians and support staff for SEND pupils are enabled to provide interventions as usual, ensuring that they minimise contact and maintain as much distance as possible from other staff	Medium risk	Records are kept of all visitors. No one with symptoms allowed on site. Increased hygiene protocols in place before and after activity.
Emotional health and well-being of children and staff	Children and Staff	Support for children’s mental health and well-being been discussed and planned for. The need for teachers to take breaks have been factored into the school’s plans. Headteacher/Deputy Headteacher to be visible during the school day to support children and staff where necessary.	Medium/ Low risk	Discussed regularly with staff.  Pupil progress reviews – discussed each child with SLT and class teachers  Rota basis for someone from SLT to be on gate/doors regularly.

## **FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>