



## RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020

Name of School		Date of assessment	Review date
St. Vincent's Catholic Primary School - Knutsford		17 <sup>th</sup> July with staff, 22 <sup>nd</sup> July with Governors – sent out via email. Sent again 28 <sup>th</sup> August.	1 <sup>st</sup> September 2020
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	Mike Dobson

The risk areas below can be used as a guide, but schools may want to adapt this for their use.

### 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. Responding to Someone with Symptoms</b>				
Someone is unwell	Children, parents and staff	Staff and children will be sent home as soon as they develop any symptoms  If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.	Medium risk	Outside the office area in the main Reception space with door open child will wait for parent to pick up. This will be thoroughly cleaned after child goes home.
Staff member unwell	Staff	On developing symptoms, members of staff will be asked to request a test. Children and staff have been advised that if they test positive, the rest of their bubble should be sent home and advised to isolate for 14 days and get a test	Medium risk	Testing quickly.
<b>B. Hygiene and Handwashing</b>				
Virus might be on surfaces	Children and staff	Hand washing for children and staff a priority  Teachers will make sure they wash their hands and surfaces, before and after handling pupils' books	Low/ Medium risk	Additional 8 hand sanitizer's are now in school – near exits All sinks in each classroom are cleared and easily accessible to wash hands. New soap dispenser have been purchased for classrooms Staff have a copy of risk assessment check list. Staff meeting time has been given to discuss ongoing developments since March 2020.

Virus might be on hands	Children and staff	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. Staff reminded to wash hands regularly.	Low/ Medium risk	Regular and thorough hand cleaning is going to be needed for the foreseeable future
<b>C. Cleaning</b>				
Virus might be on surfaces	Children and staff	A detailed plan is in place for enhanced cleaning that sets out the frequency and type of cleaning required. Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day. The school's cleaning schedule includes <b>frequently touched surfaces</b> being cleaned more often than normal	Low/ Medium risk	Three members of cleaning staff/ caretaking cover over the day ongoing since June 2020
Virus might be on surfaces	Children and staff	The school's cleaning schedule includes <b>resources that are shared between classes or bubbles</b> , 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.	Low/ Medium risk	Three members of cleaning staff/ caretaking cover over the day ongoing since June 2020  For <b>individual and very frequently used equipment</b> , such as pencils and pens, staff and pupils have their own items that are not shared. <ul style="list-style-type: none"> <li>- Pencil cases being purchased</li> <li>- Own pencils and pens will be given to children in September</li> </ul>

Virus might be on surfaces	Children and staff	To reduce the risk of infection whilst filling children's water bottles, school will supervise this in the classroom / from water coolers, one child at a time – cleaning between children For younger children, this will need to be supervised to ensure the bottle is filled in the flow of water and contact between bottle and tap is avoided if possible.	Low/ Medium risk	Staff have been supervising refilling of water bottles during lockdown and wider reopening since June – This will continue in September 2020
<b>D. Social Distancing</b>				
Children will not social distance	Children and staff	To reduce the risk of transmission, the school has <b>agreed consistent groups or 'bubbles' of children and young people</b> – Year groups and Key Stages.	Low/ Medium risk	In September we will be trying to keep children in Year groups and Key Stages. Staggered start and end times to the day Will review again in September 2020
Children mix between bubbles/ classes – virus spreads	Children and staff	Plans in place to stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.	Low/ Medium risk	Children taught back in Year groups. Talk about social distancing. Grounds around school are well timetabled for classes not to meet.
Children will not social distance Children mix between bubbles – virus spreads	Children and staff	Arrangements for lunch and break times ensure that children do not mix with other Year groups if possible. 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 back in Year groups. Talk about social distancing as a game. Grounds around school are well timetabled for groups not to meet.

Staff mix between bubbles – virus spreads	Staff	Arrangements have been made for staff to remain at a safe distance from each other at lunchtime or during breaks	Medium risk	Social distancing guidelines sent to all staff Signage up in staffroom Use of ICT suite for PPA time etc Outside area around staffroom developed so staff can use if weather is dry.																					
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 for September 2020</p> <table border="1" data-bbox="407 456 1144 643"> <thead> <tr> <th></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>8.55 Infant door</td> <td>8.45 Infant door</td> <td>8.55 Hall door</td> <td>8.45 Hall door</td> <td>8.55 Junior door</td> <td>8.45 Junior door</td> </tr> <tr> <td><b>Home Time</b></td> <td>3.15 Reception area</td> <td>3.05 Infant door</td> <td>3.15 Hall door</td> <td>3.05 Hall door</td> <td>3.15 Junior door</td> <td>3.05 Junior 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> <p>Signage to guide parents and carers where and when they should drop off and pick up their children is in place.</p>			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	<b>Start Time</b>	8.55 Infant door	8.45 Infant door	8.55 Hall door	8.45 Hall door	8.55 Junior door	8.45 Junior door	<b>Home Time</b>	3.15 Reception area	3.05 Infant door	3.15 Hall door	3.05 Hall door	3.15 Junior door	3.05 Junior door	Medium risk	<p>Parents and carers information about drop off time – sent in July and was be resent 28<sup>th</sup> August</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> <p>Information will be displayed on gates to help parents</p>
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Children too close together – spread virus.	Staff and children	<p>Sitting children next to each other in lines with Government and Cheshire East guidance. Sitting facing the front.</p> <p>Children will be sitting side by side in Year 1 – Year 6 facing the front</p> <p>Reception children will be in an EYFS set up classroom.</p>	Medium risk	<p>Rooms well ventilated</p> <p>PPE in each room</p> <p>Children and staff encouraged to hand wash often.</p>																					

Year groups mixing and virus spreading	Staff and children	Children are in the Year group – classes at all times each day, and different groups are not mixed during the day. Staff in their classes. Children are in the same class groups each day, and different years are not mixed during the day.	Medium risk	Talk about social distancing as a game. Grounds around school are well timetabled for Year groups not to meet.
Spread of virus - Children touching equipment other children have touched	Children and staff	Cleaning arrangements are in place for play equipment, including outdoor equipment when it is used between groups of children using it.	Low/ Medium risk	Rooms well ventilated Children and staff encouraged to hand wash/ sanitise before and after using fitness zone Year groups have their own playground equipment for use on field Playground areas timetabled
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	Been on previous risk assessments. Discussed at INSET 17 <sup>th</sup> July with staff.
Spread of virus	Children and staff	The school has <b>considered the need for any staggered start/end, break times and lunch times</b> (and time for cleaning surfaces in the dining hall between groups).	Low/ Medium risk	Discussed at INSET 17 <sup>th</sup> July with staff. Will be reviewed in September 2020

Emotional health and well-being of children and staff	Children and Staff	<p>Support for children’s mental health and well being been discussed and planned for.</p> <p>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.</p>	Low risk	Discussed at INSET 17 <sup>th</sup> July with staff. Will be reviewed in September 2020
<b>E. Personal Protective Equipment (PPE)</b>				
Staff not using PPE correctly Virus spreads	Children and staff	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	Low risk	Remind staff about their own health and use of PPE when necessary – sent out June 2020 Email sent to all staff about PPE and its use from Risk assessment checklist.(BG 5/6/20) All staff to sign they have read about use of PPE - (Governor 5/6/20) Cleaners have instructed to wear PPE for their safety (Governor 5/6/20)

## F. Managing Symptoms, Testing and Responding to a Local Outbreak

Someone is unwell	Children, parents and staff	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.	Low risk	Sent out by newsletter 16 <sup>th</sup> July and 28 <sup>th</sup> August 2020
Someone is unwell	Children, parents and staff	Staff and children will be sent home as soon as they develop any symptoms  If social distancing is not possible then the member of staff dealing with the symptomatic person will wear the appropriate PPE.	Low/ Medium risk	Outside the office area in the main Reception space with door open child will wait for parent to pick up. This will be thoroughly cleaned after child goes home.
Staff member unwell	Staff	On developing symptoms, members of staff will be asked to request a test.	Low risk	If someone tests 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.
Staff's emotional and mental health	Staff	Post-testing support arrangements are in place for staff. – SLT will call member of staff and offer support	Low 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. Government guidance says that if schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the class or the Key Stage.	Medium risk	Sent out by newsletter 16 <sup>th</sup> July and 28 <sup>th</sup> August 2020
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### G. Risk Assessment

Someone is unwell – virus spreads	Staff, Children, Parent, outside providers and contractors	<p>The school's <b>risk assessment contains key information</b> on how they will:</p> <ul style="list-style-type: none"> <li>- identify what could cause injury or illness in the organisation (<b>hazards</b>)</li> <li>- decide how likely it is that someone could be harmed and how seriously (<b>the risk</b>)</li> </ul> <p>take action to eliminate the hazard, or if this isn't possible, <b>control the risk</b></p>	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 will be updated – September 2020</p>
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<p>School openings without a risk assessment – virus spreads</p>	<p>Governors and staff</p>	<p>The Governing Body has been fully involved in the decision making in relation to the wider opening of the school The Governing Body has signed off the risk assessment.</p>	<p>Low risk</p>	<p>Governors meeting for wider opening via TEAM – agreed first risk assessment - 5<sup>th</sup> June. Circulated for September opening July 2020 to Governors</p>
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**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>