



Risk Assessment Form

Setting: St Birinus School	Location/Dept: Whole Site	Task/ Activity: Full re-opening of school during Covid19 pandemic
Assessed by: Catherine Steele	Date Assessed: 25 th January 2021	Review Date: 26 th March 2021

Assessed by signature: *C Steele*

The following National guidance has been used to inform this Risk Assessment

From Government:-

Guidance for full opening- schools

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

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<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>

Coronavirus (COVID-19): guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

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

Actions for education and childcare settings to prepare for wider opening from 1 June 2020

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

COVID-19: cleaning in non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Coronavirus (COVID-19): safer travel guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Opening schools for more children and young people: initial planning framework for schools in England

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Coronavirus (Covid-19): Initial Teacher training.

<https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt/coronavirus-covid-19-initial-teacher-training-itt#critical->



RidgeWAY Education Trust
[workers?utm_source=7%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19](https://www.thelancet.com/journals/lanres/article/PIIS2213-2600(20)30514-2/fulltext)

Evidence to support Formite transmission on surfaces shown to be a low risk transmission possibility

[https://www.thelancet.com/journals/lanres/article/PIIS2213-2600\(20\)30514-2/fulltext](https://www.thelancet.com/journals/lanres/article/PIIS2213-2600(20)30514-2/fulltext)

[https://www.thelancet.com/journals/laninf/article/PIIS1473-3099\(20\)30678-2/fulltext](https://www.thelancet.com/journals/laninf/article/PIIS1473-3099(20)30678-2/fulltext)

From Black, Asian and Minority Ethnic Educators

Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings

<https://www.bameednetwork.com/wp-content/uploads/2020/05/BAMEd-Network- Schools-and-Covid-19 -guidance-for-BAME-staff-and-their-employers-2.pdf>

What are the Hazards/Risks	Persons at risk	Controls already in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority (highlight)	Additional controls required
Health and Safety compliance of school buildings due to summer holiday period	Staff Students Visitors	<ul style="list-style-type: none"> All routine checks taking place 	4	1	4	
Transmission of Covid person to person - general	Staff Students Visitors	<ul style="list-style-type: none"> Minimising contact with individuals who are unwell by ensuring that those who have symptoms, or have someone in their household who does, do not attend the school. Reminders regularly sent to school staff and notices placed at the school entrance. Student groups sizes in years 7 to 11 (“bubbles”) will be based on a school year and will be no more than 300 students. 6th formers will be in 2 separate bubbles – Year 12 will consist of no more than 180 students and Year 13 of no more than 150 students. Students will stay within these “bubbles” at all times including break and lunchtime periods 	4	2	8	<ul style="list-style-type: none"> Website updated to remind visitors to make appointments via telephone and not to attend school site.



		<ul style="list-style-type: none"> • One-way systems identified around school grounds to reduce students and staff walking in different directions • Face coverings to be worn by all students, staff and visitors when in communal areas of buildings, except for when in lessons, in lunch areas. If students are queuing in the Dining Hall or PAC facemasks should be worn. • Face coverings do not have to be worn within offices, staffroom, meetings rooms or workrooms, but can be worn if required. • Behaviour SOPs for students rolled out to all students and parents/carers by HTs • Any student where there are concerns whether the student can adhere to the requirements of social distancing or hygiene expectations, particularly those with an EHCP, will have an individual risk assessment. • Trainee teachers are to be regarded as staff for the purposes of this RA and will adhere to all measures within it. • Trainee teachers' providers, to ensure school placements are safe and not compromised, are to deliver training sessions online to minimise mixing, • Hot water and soap available in all toilets • Hand driers disabled • Air conditioning will be switched off, unless a Covid-19 protection filter is installed. • Disposable hand towels available in all toilets • Lidded bins placed in each classroom for disposal of tissues with "catch it, bin it, kill it" signs • Notices installed identifying maximum occupancy of all workrooms/shared meeting rooms • Toilets assessed for social distancing measures and notices installed on toilet doors stating the 				
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		<p>maximum occupancy.</p> <ul style="list-style-type: none"> • Parent meetings to take place remotely if possible, or with 2m distancing if not • Visitors will be discouraged from school site, if they do need to attend, they will telephone the school to make an appointment. • Face shields, masks and additional PPE may be used if working in close proximity with a student (see DfE guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) • External lettings can take place, but only if Covid-19 Risk Assessment from hirer and full cleaning protocols are in place. The hirer will be responsible for carrying out any cleaning required as specified in the RA. Audits will be performed to ensure hirers are abiding to the measures specified in the RAs. Further details to be found in School Space Covid-19 RA • Contractors will be allowed on-site to perform maintenance work, but will be expected to submit a Covid-19 Risk Assessment in advance. • This Risk Assessment will be reviewed by the Operational Services Lead or Head of Operations to ensure that it is appropriate and if appropriate a safe system of work has been issued. Records will be kept on file. • Staff and Students will wash their hands/use hand sanitizer when entering into a new classroom. • Additional tissues available in each classroom • Water fountains accessed via mouth to be taped out of action • Pets will not be brought onto site 				
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		<ul style="list-style-type: none"> All incoming deliveries including post will be left for 48 hours for any item covered in paper/cardboard and 72 hours if covered in plastic before processing. If items are required before this timepoint, the person opening the item will wear disposable gloves and will remove of them and the packaging in a lidded bin. (Disposable gloves will be removed safely as per the Removing PPE gloves safely leaflet. 				
<p>Transmission of Covid due to lack of social distancing when arriving/leaving school and moving around the school site</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> Students will come into school site using all school entrances and will go straight to their tutor rooms. Tutors will be in their tutor rooms from 8.35am. Face masks should be worn when students are in inside, except for in lessons, in lunch areas and when eating in their allocated lunch areas Students do not have to wear their face mask when they are outside except when lining up for their lesson All students should wear their face mask when they line up until they are entering their classroom, when they will remove them. Students do not need to wear their face mask when they are in their lunch area, however will need to wear them in the toilets If students are queuing in the <u>Dining Hall</u> or PAC they should be wearing their face mask Students and staff to wear face masks when in toilets Students who are medically exempt from wearing a face mask will wear "sunflower" lanyard to identify themselves. Students will be trained in the safe removal of face masks in tutor time, using the video https://www.bbc.co.uk/newsround/53518096 , staff will also be sent this link. 	<p>5</p>	<p>1</p>	<p>5</p>	



		<ul style="list-style-type: none"> • Students will be regularly reminded about the safe use of masks, including storage and risk of cross-contamination. • School staff to be on duty at school gates at start of day reminding students that they should only be interacting with students within their bubbles. • There will be staggered times for lessons, break and lunchtimes, minimising the amount of students moving around the school at one time, as specified in the document SBS Sept 2020 logistics.doc • Where appropriate students will line up outside classrooms/buildings as identified and will be escorted into the building/classrooms via the teacher • The school will have one way systems identified and clearly marked out. All student and staff will adhere to these one way systems. Maps detailing these one way systems will be clearly displayed • Bubbles of students will remain in an allocated area at break and lunchtime as specified in the SBS Sept 2020 logistics.doc • No parent/carers of students to be allowed into school, unless in an emergency or they have a pre-arranged appointment. • If parents/carers do need to attend the school during the day – they will be met at the main gate whilst maintaining social distancing • Glass screens installed in reception areas • Staff on duty at break and lunchtimes to ensure students stay within their allocated bubble zone for break and lunch. • At end of day, the students will be released in a staggered manner as specified in the SBS Sept 2020 logistics.doc • See section below on travelling to school site. 				
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<p>Transmission of Covid on surfaces</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • “Extensive clean” of all school buildings prior to re-opening and during holiday periods. • Details of “deep clean” identified a per Gov.uk details if a symptomatic individual has been on the school site. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Use of hand Sanitizer when entering classrooms (see COSHH Risk Assessment Hand Sanitizers.doc) • Removal of all unnecessary soft furnishings • An additional cleaner employed to work throughout the day cleaning toilets and frequently touched areas as specified in the Cleaning Requirements Covid January 2021.doc • PPE equipment purchased for Cleaning and Deep Clean tasks • In each classroom there will be a “hygiene box” containing, tissues, sanitizing wipes for printer/copier use, Cleaning spray, gloves, paper towels, COSHH RAs for the cleaning spray and hand sanitizer and how to remove gloves safely leaflet. • Cleaning spray, gloves and paper towels can be used by teachers to clean their desk areas and whiteboards prior to use, if required. • Cleaning spray and paper towels should be used to wipe down any desks and equipment that is used between lessons. 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> • Recruitment of an additional daytime cleaner
<p>Transmission of Covid person to person - Teaching areas (Classrooms and outside space)</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • The front row of desks in each classroom will be marked, ensuring that this will provide 2 metres between the teacher and front row of students, to ensure adequate social distancing • Desks will be routinely returned to this line and should not move further forward than this line.. 	<p>5</p>	<p>2</p>	<p>10</p>	



		<ul style="list-style-type: none"> • If staff have to work in closer contact with students they will wear a face mask and if they wish to a face visor, • Student desks to be facing forwards, or if not possible, they will be facing away from each other. In a few instances if this is not possible, perspex screens will be installed. • Extraneous furniture and equipment removed from the classrooms. • Wall mounted hand sanitizer units in each classroom • Use of hand Sanitizer when entering classrooms (see COSHH Risk Assessment Hand Sanitizers.doc) • Classroom doors and windows to be kept open wherever possible by use of rubber door stops (note Fire Evac procedure updated to reflect removal of these at time of emergency exit) • Individual outdoor space zones and wet day zones identified for each year group bubble for break and lunchtimes as specified in the SBS Sept 2020 logistics.doc • Teachers may collect books and work for marking and take home • Books should be left for 48 hours before marking. • Teachers can choose to wear gloves whilst marking. • If person is displaying suspected Covid-19 symptoms they should be immediately moved to the Medical Room area as specified in the section below. • Students Epipens and Asthma Inhalers will be kept on person by student, any spare medicines will be held in Student Services. • Meetings between School Counsellor, School 				
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		<p>Nurse, Careers advisors and Students will need to be socially distanced, having the member of staff away from the student by 2 metres. Staff will wipe down any areas used by a student, prior to another student attending.</p> <ul style="list-style-type: none"> • Isolation Room (IR) Inclusion Zone (IZ), Learning Support and classrooms used for detentions will be for students in mixed year groups, but students and desks will be socially distanced from one another. • Students in these rooms will be supervised at all times. • Students will not be released from these room in mixed year groups. • Staff will wipe down any areas used by a student, prior to another student attending, if during the day, or they will be cleaned as part of the cleaning provision at the end of the day. 				
Transmission of Covid person to person - Catering	Staff Students	<ul style="list-style-type: none"> • Prior to entering the food collection area of the Dining Hall or PAC, students will sanitize their hands and be reminded to not touch their face. • Breakfast will be available to all students. • Students will then only sit at tables allocated to their year group at Breakfast time • Students will either have sanitized hands prior to using fingerprint sensors, or the catering staff will enter the students details directly on the till. • No breacktime food or drink will be available. • At lunchtimes students will either purchase food and eat their meals in the Dining Hall or PAC as allocated in the SBS September 2020 logistics.doc • Students will also be allocated a separate zone to eat packed lunches or purchased 	5	1	5	



		<p>food as specified in DGS September 2020 logistics.doc/ Break and Lunch Poster.doc</p> <ul style="list-style-type: none"> • Tables, payment machines and serving areas will be wiped down by Catering staff between each “bubble” of students using the area. • Reval machines will not be used, money will only be added via ParentPay • Students to bring in own water bottles. • Water bottles can be refilled from water dispensers or tap marked safe for drinking water in classrooms/staffrooms • Vending machines/Coffee machines will out of action – accept the Coffee machine in the 6th Form Study Café. • Separate Risk Assessment for Risk Assessment Catering September.doc 				
Transmission of Covid person to person - Amending the school curriculum	Staff Students	<ul style="list-style-type: none"> • Teachers may collect books and work for marking and take home • Books can be left for 48 hours before marking • Full school assemblies will not take place, only year assemblies • School visit/trips will not take place • No external sporting fixtures will take place • Student wellbeing support will continue to be available via School Counselling Services • Music is permitted, see further detail in RET Music Department CoVID Risk Assesment.doc • Examinations are permitted, see further detail in Risk Assessment RET Exams Sept.doc 	5	1	5	<ul style="list-style-type: none"> • Plans being developed for all students who may not be able to attend due to shielding, self-isolating or in quarantine. • Contingency plan in development in the case of return to remote learning
Transmission of Covid person to	Staff Students	<ul style="list-style-type: none"> • All support staff offices set up with 2 metre social distancing, or Perspex screens installed 	5	2	10	



<p>Ridgeway Education Trust <small>through Partnership</small> person Staffroom/Office</p>		<p>if not</p> <ul style="list-style-type: none"> • Hand sanitizer to be available with soap and hand towels • Staffrooms in Main Building amended so that seats/chairs are 2m apart, floor markings applied to signify position. • Workstations for staff will be distanced 2m apart • Department workrooms/offices can be used, but staff to ensure social distancing is adhered to as per the notices on the door • Staff to be encouraged to bring in own drink bottles, crockery etc. • Dishwasher to be left open • Notice put up to remind staff about putting crockery/cutlery into dishwasher immediately • Staff briefings will be delivered remotely • Any other staff meetings will take place at the end of school day either remotely or in socially distanced spaces. • Most corridors in school are not quite 2m wide – if you are walking with another person, one person will walk 2m ahead. 				
<p>Transmission of Covid person to person - asymptomatic</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Testing programme to be implemented week beginning 11th January 2021. • All students and staff on their return to school will be tested. This means two Lateral Flow Device (LFDs) tests three to five days apart. • Staff will then have tests twice per week. • All testing will be voluntary • Please see document <i>Asymptomatic Covid Testing within RET Risk Assessment.doc</i> for further details 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> •



<p>Ridgeway Education Trust Transmission of Covid person to person - if showing symptoms whilst on school site</p>	<p>Staff Students Visitor</p>	<ul style="list-style-type: none"> • Identification of Covid-19 Medical Room area (including designated toilet), if any individuals are taken ill whilst in school. At SBS this will be outside of the main building, if the person can be picked up within a short period of time, or the Deputy Headteacher's office near the main reception, if there is to be a long wait before collection, or the student needs access to a toilet. • Notices installed on room identifying its use and do not enter for other reasons, when the school has a suspected case. • If a student becomes unwell, teacher to contact the On-Call Staff system • Member of SLT on duty to collect student or member of staff exhibiting covid-19 symptoms after putting on PPE stored in main reception. Escort member of staff off site or supervise student at a safe distance until collected by parent • If the student or staff member tests negative for Covid-19 and feel well and no longer have symptoms similar to Covid-19 they can stop self-isolating and return to school. • If a student or staff member tests positive for Covid-19 we will contact DfE helpline (0800 046 8687) • If any student or staff member within a bubble tests positive for Covid-19 all students or staff who have been in close contact will be identified and will self isolate. Close contact means a person who has been in close contact within the infectious period (2 days before or 10 days after onset of symptoms, or test if asymptomatic) This includes: <ul style="list-style-type: none"> ○ a person who has had face-to-face contact (within 1 metre) including: ○ being coughed on, or 	<p>5</p>	<p>2</p>	<p>10</p>	<ul style="list-style-type: none"> •
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		<ul style="list-style-type: none"> ○ having a face-to-face conversation, or ○ having skin-to-skin physical contact, or ○ any contact within one metre for one minute or longer without face-to-face contact ○ a person who has been within 2 metres for more than 15 minutes ○ a person who has travelled in a small vehicle <i>with</i> or in a large vehicle <i>near</i> ○ people who spend significant time in the same household ● The school will be provided with definitive advice based on a rapid risk assessment performed in conjunction with the school. ● Parents will be asked to keep in touch with the school daily on the medical progress of the poorly child so that further action may be taken in school if necessary ● Assigned person dealing with a suspected case of Covid-19 will have a clean change of clothes in school and will change after the person has left school site. ● See further details in SBS Covid-19 Suspected Case procedure. ● Area where the student or staff member have been within the school will be cleaned as per the requirements in the Cleaning Requirements Covid January 2021.doc ● Please see document RET Privacy Notice Test and Trace for further information about sharing information with the NHS Track and Trace service. ● As per the School Space Covid-19 RA the 				
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<p>Ridgeway Education Trust Excellence through Partnership</p>		<p>school will be informed of any positive cases that occur in out of hours lettings.</p>				
<p>Transmission of Covid person to person - IT Support</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> IT issues to be logged via online helpdesk system as much as possible IT technician's office door will be propped open and if required staff can speak directly to IT Technicians at the stable door. IT technicians will sit at least 2m away from this door. If IT technicians have to physically attend to a piece of hardware, students and staff will be asked to remain socially distant by 2m, or the IT technician will wear a face mask and if they wish to a face visor. IT technicians will use disposable gloves when working on hardware which is not their own machine IT technicians will remove gloves as specified in the Removing PPE Gloves Safely and place in the lidded bin in the classroom Classroom control software installed on all PCs within IT suites, for teaching staff to be able to remotely review a student's PC. 	<p>5</p>	<p>2</p>	<p>10</p>	
<p>Transmission of Covid person to person - Travelling to school site</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> Students and staff are being encouraged to avoid public transport if possible. Students will be reminded to wash or sanitise their hands when leaving home in the morning before getting on the bus Students will be reminded to queue in an orderly fashion when waiting to get on the bus in the morning. They should keep socially distant from students outside their year group, unless part of the same household, where possible. Students will be asked to sit on the bus with 	<p>5</p>	<p>2</p>	<p>10</p>	



		<p>members of their year group or members of the same household where possible</p> <ul style="list-style-type: none"> • When arriving at school students will wash their hands or use sanitiser on arrival. Sanitiser will be available in every classroom and should be used when starting student guidance time each morning. • Use of face coverings on the busses are required although bus drivers will not be refusing travel if a student does not have a covering (as it is recognised that some students may have health conditions that prevent the use of coverings) • At the end of the day, all Bus students will wait in their year group, bus groups in the leisure centre • All students will wear face masks when lining up • When a bus arrives, duty staff at front of school will notify duty staff overseeing waiting students by walkie-talkie that a specific bus has arrived and students will be asked to walk to board that bus in year group bubbles, with a suitable gap between different year groups leaving. • Students will be requested to sit on the bus in their specific year groups. • Parents/Carers will receive a letter from the school advising them of the requirements for the bus service. 				
Staffing capacity and wellbeing	Staff	<ul style="list-style-type: none"> • All staff are to return to work, unless, in a small amount of cases, they are Clinically Extremely Vulnerable and have been advised specifically against this. • All Extremely Clinically Vulnerable staff or staff with individual concerns will be offered an individual RA • All BAME staff will be offered an individual 	4	2	8	



		<p>RA</p> <ul style="list-style-type: none">• Additional cleaners recruited.• Wellbeing support available for staff via the RET counsellors or via People Asset Management (PAM) 24/7 365 days a year counselling service• Staff training on new processes, behaviour expectations, curriculum expectation, risk assessments and safeguarding occurring on INSET days.				
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Risk Assessment Information Sharing	
RA requires distribution to whole setting? Yes	To be stored on Sharepoint and all staff informed of location.
	If no, details of members of staff who RA is pertinent to:
Name	Signature to confirm have read and understood

Note – Save all signed RAs on shared drive

Risk/Priority Indicator Key																																																					
Severity (Consequence)	<table border="1"> <thead> <tr> <th colspan="7">RISK / PRIORITY INDICATOR MATRIX</th> </tr> </thead> <tbody> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</td> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td></td> <td colspan="6" style="text-align: center;">SEVERITY (CONSEQUENCE)</td> </tr> </tbody> </table>	RISK / PRIORITY INDICATOR MATRIX							LIKELIHOOD	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5		1	2	3	4	5			SEVERITY (CONSEQUENCE)					
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	SEVERITY (CONSEQUENCE)																																																				
1. Negligible (delay only)																																																					
2. Slight (minor injury / damage / interruption)																																																					
3. Moderate (lost time injury, illness, damage, lost business)																																																					
4. High (major injury / damage, lost time business interruption, disablement)																																																					
5. Very High (fatality / business closure)																																																					
Likelihood																																																					
1. Improbable / very unlikely																																																					
2. Unlikely																																																					
3. Even chance / may happen																																																					
4. Likely																																																					
5. Almost certain / imminent																																																					

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so