



Coronavirus (COVID-19) Wider Opening Risk Assessment – 8 <sup>th</sup> March 2021		<b><u>OUR LADY &amp; ST. BEDE CATHOLIC ACADEMY</u></b>			Ref No	C19/002		
					Date	10/07/2020		
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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>		<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>		<b>Modified</b>
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<b>Spring Term 2021 – Wider Opening Whole School</b>	As part of the Governments road map out of lockdown it was announced on the 22 <sup>nd</sup> February, that all schools will reopen from the 8 <sup>th</sup> March 2021.  W/C 8 <sup>th</sup> March – Phased return to accommodate testing	3	4	<b>M</b>	See Organisational plan for specific group arrangements.	2	4	<b>M</b>
<b>Visitors to premises: Including Contractors and Parents</b>	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site.  All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.	2	4	<b>M</b>	All visitors <i>should</i> wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in <i>All</i> general communal areas (and where a 2 metre distance cannot be achieved).	2	4	<b>M</b>



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	<p>There is a process in place for the safe removal/disposal of face coverings for any person/s arriving at school i.e. staff, visitor and pupils.</p> <p>Removal/storage/disposal of face coverings is the responsibility of the individual.</p>				<p>Wearing face masks is now <b>recommended</b> for all staff and students throughout the day including lessons and in corridors and general communal areas which includes offices, staffrooms and catering areas (where a 2 metre distance cannot be achieved). This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p>			



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<b>Entrance/Exit procedures</b>	See organisational plan for specific group arrangements.		2	4	<b>M</b>		2	4	<b>M</b>



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<b>Hands/Face/Space</b>		3	4	<b>M</b>	<p><b>Hands</b> - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p><b>Face</b> - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the virus you're less likely to pass it on when you exhale. <a href="#">Find out</a></p>	2	4	<b>M</b>



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<b>Staffing</b>	See organisational plan for specific group arrangements.		2	4	<b>M</b>		2	4	<b>M</b>



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<b>Handwashing</b>	<p>Pupils are encouraged to wash their hands for 20 seconds at a time throughout the day.</p> <p>Handwashing posters located in pupil and staff toilet areas and in the classroom areas.</p> <p>Pupils and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils encouraged to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>		2	4	<b>M</b>	<p>All persons including students, staff, parents/carers and visitors are advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Students and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc.</p> <p>Provisions and time has been allocated to facilitate all necessary hand washing and/or sanitising.</p>	2	4	<b>M</b>



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<b>Lunchtimes/Catering</b>	See organisational plan for specific group arrangements.	2	4	<b>M</b>	Disposal facilities for wipes available.  Ongoing Monitoring  School kitchens are fully operational but must comply with the <a href="#">“Guidance for food businesses on Coronavirus (COVID 19)”</a> .  Catering staff <b>must</b> wear either a <b>face mask or visor</b> when serving on the counter or at a till point as they will be in direct face to face contact with students/pupils.	2	4	<b>M</b>



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<b>Classrooms</b>	See Organisational plan for specific group arrangements.  Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all		2	4	<b>M</b>	2	4	<b>M</b>







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						cannot be achieved). This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.		
						A face visor has been issued to all staff and can be used in conjunction with the recommended face mask (where a 2 metre distance cannot be achieved).		
						Provisions for regular spot cleaning are located in each classroom.		



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<b>Resources/Pupil Supplies</b>	<p>Individual pupil's equipment will be minimal and kept where possible at their table.</p> <p>Pupils will be encouraged not to share resources. Each pupil works from their own computer and does not swap computer stations.</p> <p>Pupils encouraged to wash hands / use hand gel before lessons and after each lesson.</p>		2	4	<b>M</b>	<p>Lesson equipment (books, Textbooks etc) will need to be stored wherever possible in each classroom.</p> <p>Marking in school will be done through whole class feedback, marking stations (visualisers) and when necessary hands sanitised between student books.</p> <p>When taking work home for marking, only essential items should be taken out of school.</p>	1	4	<b>L</b>
<b>Facilities and Premises</b>	See re-opening checklist (attached).		1	4	<b>L</b>	Site Team to ensure all PPM (planned preventative	1	4	<b>L</b>



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	Complete all usual pre-term opening checks.								
<b>Ventilation</b>	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a>		1	4	<b>L</b>	All the schools mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations.  All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.	1	4	<b>L</b>
<b>Offices/Meetings rooms/Staff Room</b>	All offices, meetings rooms and general communal areas i.e. staff room have an		2	4	<b>M</b>	Display the maximum occupancy of the offices,	2	4	<b>M</b>



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	<p>agreed maximum amount of people allowed, with number clearly communicated.</p> <p>Offices have been reorganised to avoid face to face working and to reduce close contact, screens have been put in place where required. Minimal items to be left on tables and desks to reduce contamination surfaces. Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p>						<p>meeting rooms and communal areas i.e. Staff room. The maximum occupancy should be communicated with staff.</p> <p>Staff encouraged to clean as they go when accessing the staff room.</p>	



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	Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.							
<b>Extra-curricular Activities</b>	All extra-curricular activities, other than essential wraparound care have been suspended.	1	4	<b>L</b>	From the 8 <sup>th</sup> March 2021 all before and after-school educational activities will resume.  Extra-curricular activities will be delivered in year groups/bubbles.	2	4	<b>M</b>
<b>Lettings</b>	All lettings other than essential wraparound care have been suspended.	1	4	<b>L</b>	All lettings other than essential wraparound care have been suspended. This will be reviewed after the Easter break.	1	4	<b>L</b>



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<b>Home Visits</b>	No home visits will be carried out until further notice. To be reviewed after February half term.  Only essential visits to be allowed and all visit must be approved by Trust/School. A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.		2	4	<b>M</b>	Visits to be replaced with video conferencing where possible.	2	4	<b>M</b>
<b>Educational Visits</b>	All Educational visits are suspended until further notice.		1	4	<b>L</b>	Educational visits that enhance and/or are essential to the curriculum will be reviewed after the Easter break.	1	4	<b>L</b>
<b>Cleaning</b>	See schools cleaning risk assessment, policy and cleaning schedule (not attached).		2	4	<b>M</b>	PPE will be worn by all cleaning staff (disposable gloves and aprons).	2	4	<b>M</b>



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	Engagement of NTH NHS to support identification of the main infection control routes, completing deep cleaning and bio-decontamination of those areas once per term. In addition, further training for existing cleaning staff will be provided as required.							
					Where possible cleaners will have own set of cleaning resources to reduce the risk of indirect transmission.			
					Deep cleaning and decontamination is carried out termly by NTH NHS.			
					All areas within school will be cleaned thoroughly on a daily basis.			
					Particular attention will be paid to touch points such as door handles, light switches and handrails.			





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<b>Emergency Procedures</b>	<p>Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.</p> <p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>		2	4	<b>M</b>	<p>A fire drill will be carried out before to the Easter Break.</p> <p>The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.</p>	2	4	<b>M</b>
<b>First Aid/Possible COVID-19 Symptoms</b>	First Aid trained person/s in place.		2	4	<b>M</b>	PPE is in place.	2	4	<b>M</b>



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	<p>Disposable gloves, aprons and masks available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them.</p> <p>If displaying Covid-19 symptoms on site isolate in separate room (St Mary's meeting room) and contact parents/carers to collect.</p> <p>See Staff Protocol in Response to Covid-19 (Draft 2: published 5th June 2020)</p>					<p>Personal protective equipment <b>must</b> be worn when administering first aid.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who</p>		



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<b>Staff /Student Wellbeing</b>	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p><a href="https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems">https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems</a></p> <p>Staff receive sufficient breaks during the school day.</p> <p>Staff encouraged to leave the school site shortly after the end of the school day.</p>		2	4	<b>M</b>	<p>presents with possible symptoms of Covid-19.</p> <p>See PPE Matrix.</p> <p>Ongoing monitoring</p> <p>Mind will be available during the holidays.</p> <p>Mental Health First Aiders available and programs will be developed i.e. Watchful waiting.</p>	2	4	<b>M</b>



Coronavirus (COVID-19) Wider Opening Risk Assessment – 8 <sup>th</sup> March 2021		<b><u>OUR LADY &amp; ST. BEDE CATHOLIC ACADEMY</u></b>			Ref No	C19/002		
					Date	10/07/2020		
Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas		Date of Review	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021, 25/02/2021		
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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>		<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>		<b>Modified</b>
						<b>L</b>	<b>S</b>	<b>R</b>
<b>Sensory Seeking Behaviours displayed (SEND issues)</b>	<p>Staff informed of free counselling service.</p> <p>Pupils with sensory seeking behaviours identified.</p> <p>Risk assessments are in place for pupils who demonstrate sensory seeking behaviours.</p> <p>Relevant staff are involved in the risk assessment and follow action set out via risk assessment.</p> <p>Staff and pupils to wash their hands regularly.</p> <p>Pupils with sensory seeking behaviours identified and provision mapping completed.</p> <p>Any pupil with known behavioural needs will be assessed to ensure social distancing can</p>	2	4	<b>M</b>	<p>Review whether PPE is required when managing sensory seeking behaviours e.g. gloves to be worn, access to cleaning equipment / disinfectant wipes.</p> <p>Behaviour Policy amended.</p> <p>Provision made for SEN pupils to support return, using provision mapping.</p>	2	4	<b>M</b>



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						<b>L</b>	<b>S</b>	<b>R</b>	
	<p>be achieved and that the safety of other pupils and staff members are not put at risk.</p> <p>Risk assessments/provision mapping is in place for pupils who demonstrate sensory seeking behaviours.</p> <p>Relevant staff are involved in the risk assessment and follow action set out via risk assessment.</p> <p>Staff and pupils to wash their hands regularly.</p>								
<b>Potential Symptoms (General)</b> <b>Significant breathing difficulty.</b> <b>High Temperature</b>	General precautions as advised by the Government strictly observed: <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>Put used tissues in the bin immediately</li> </ul>		2	4	M	Any member of staff presenting with symptoms whilst in school will inform the SLT link and Mel Loveridge (Business Manager) by telephone / radio and then email, keeping within their	2	4	M



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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>		<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>		<b>Modified</b>
						<b>L</b>	<b>S</b>	<b>R</b>
<b>Coughing and sneezing Loss of taste and smell</b>	<ul style="list-style-type: none"> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</li> <li>Try to avoid close contact with people who are unwell</li> <li>Don't touch your eyes, nose or mouth if your hands are not clean</li> </ul> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>					<p>bubble. Advice will be sought from Public Health England.</p> <p>A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.</p> <p>To arrange a test call 119 or visit <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a></p>		
<b>Shielding Staff (Medical complications relating to pre-</b>	Members of staff who are living with individuals who are clinically extremely vulnerable and at a significantly higher risk, are asked to make their line manager aware		3	5	<b>M</b>	From the 5 January 2021 to the 31 <sup>st</sup> March 2021 staff who are CEV and have received an official shielding notification		1 5 <b>L</b>



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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>		<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>		<b>Modified</b>
						<b>L</b>	<b>S</b>	<b>R</b>
<b>existing medical condition/ Medical complications relating to medical treatment)</b>	so that additional controls can be put in place (if possible) to support the member of staff whilst in school.					letter will be advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.		
<b>Clinically Vulnerable/ Vulnerable Staff (Including BAME, pregnancy etc.)</b>	The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance.  All staff within this category will be given a copy of the risk assessment for reference.		3	4	<b>M</b>	Pregnant members of staff 28 + weeks will be advised to work from home, where possible. If a member of staff wants to continue to attend school for their own mental wellbeing the school will support this and additional controls will be put in place via the pregnancy risk assessment process.	2	4



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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>		<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>			
						<b>Modified</b>	<b>L</b>	<b>S</b>	<b>R</b>
<b>NHS Test and Trace/NHS Test and Trace App</b>	<p>The school are following the updated guidance-<a href="#">Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></p> <ul style="list-style-type: none"> <li>School applies the following definition.</li> <li>of a close contact regarding a staff member/pupil who has tested positive.</li> <li>A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)</li> <li>Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time.</li> </ul>		2	4	<b>M</b>	<p>Any member of staff contacted by Test and Trace must notify the school immediately.</p> <p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App.</p>	2	4	<b>M</b>





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						<b>L</b>	<b>S</b>	<b>R</b>
	<ul style="list-style-type: none"> <li>Being less than 1m from a confirmed case for 1 minute or longer.</li> <li>Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day).</li> </ul> <p>Travelling in a small vehicle with a confirmed case.</p>						<p>Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p><a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a></p>	



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						<b>Modified</b>	<b>L</b>	<b>S</b>	<b>R</b>
<b>Lateral Flow Testing - Weekly testing of asymptomatic staff and students</b>	A risk assessment is to be produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.		3	4	<b>M</b>	From the 8 <sup>th</sup> March 3 on site tests will be offered to all students (3 to 5 days apart) before moving to home testing.  Student testing will be phased during the first week to help manage the number of students passing through the test area at any one time.  After the 3 on site tests students and staff will be provided with the LFD home test kits to swab themselves twice a week at home.	2	4	<b>M</b>

Coronavirus (COVID-19) Wider Opening Risk Assessment – 8 <sup>th</sup> March 2021		<b><u>Our Lady and St. Bede Catholic Academy</u></b>			Ref No	C19/002
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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Required</b>	<b>Modified</b>
						<b>L</b>

#### Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

#### General Advice:



- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridor to avoid unnecessary conversation and pass back to back if necessary.
- When assisting children, do not bend down to their level and wherever possible stand to the side or the back of the child.

***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

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						<b>L</b>

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Mo Wilkinson
	Signed:   <b><i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i></b>		Signed:   <b><i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i></b>

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid is composed of 6 rows and 6 columns of cells. The risk levels are defined as follows:</p> <ul style="list-style-type: none"> <li><b>LOW (Green):</b> Cells where Severity Rating is 1 or 2 and Likelihood Rating is 1 or 2.</li> <li><b>MEDIUM (Yellow):</b> Cells where Severity Rating is 2, 3, or 4 and Likelihood Rating is 3 or 4.</li> <li><b>HIGH (Red):</b> Cells where Severity Rating is 3, 4, 5, or 6 and Likelihood Rating is 5 or 6.</li> </ul>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						