

COVID-19 Risk Management Assessment for St Teresa's Primary School Reopening June 2020

Site / school name:	St Teresa's Catholic Primary School, Elsenham Crescent, Basildon, SS14 1UE		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Classroom staff (teachers, support, pupil support manager, sports coach) ▪ Office staff (office school administration, finance administration, SBM,) ▪ Trust Central Staff (Trust HR and Finance staff when on site) ▪ Catering staff ▪ Premises staff ▪ Midday Assistants ▪ Pupils 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare provision ▪ Cleaning and sanitisation ▪ Food provision ▪ Property maintenance and safety compliance ▪ General site occupancy and site movement ▪ Personal hygiene 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment ▪ Sports equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	N. Cashell	Date of completion:	24.06.20
Risk assessment approved by:	C. Jones (Chair of GB)	Date of approval:	26.6.20
Date risk assessment to be reviewed by:	19 th June	Risk assessment no:	2

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	
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Risk Consideration Priority Matrix

3	Risk consideration that if not managed has the potential for severe impact on a school, for which the Trust requires information on its management controls to be detailed as part of the school risk management review.
2	Risk considerations that, if not managed, may have some impact on the school and should form part of the school risk management review.
1	Risk consideration that do not present a significant risk but could form part of the school risk management review.

School Management Arrangements			Low	Medium	High	Responsible Adult
social distancing in classrooms and around the school	1. School has reviewed the total space available for teaching activities and those beyond classrooms. 40% school occupancy of the total number of pupils returning (R, Y1, Y6) in each class is manageable (12).	1	X			HT
	2. The class will be laid out with tables 2m apart in EYFS, Y1 and Y6. Nursery do not have tables but learning spaces will be distanced as far away as possible for the number of pupils returning.	2	X			A.Spence/HT
	3. Meetings will take place using zoom. Where face to face meetings are unavoidable they will be kept as short as practicable and where possible to under 15 minutes unless held outside where they can continue for up to 30 minutes.	3	X			HT
	4. Toilets have been reorganised so each designated learning space(bubble) has its own toilet for those pupils only – girls and boys clearly labelled. One pupil at a time. Adults to spray children's toilet with Dettol following every visit.	4	X			All staff
	5. Staff areas such as the staffroom will be used on a rota basis, no more than 4 members of staff at a time.	5	X			All staff
	6. Staff must follow the school protocol when entering, using and leaving the building – e.g. hand washing	6	X			All staff
	7. The headteacher/DHT will make regular walks of the school to ensure social distancing requirements are being followed and provide advice where there are issues.	7	X			HT/DHT
	8. The same Teacher/Teaching Assistant will be assigned to each group and as far as possible, these stay the same during the day and on subsequent days	8	X			HT
	9. Children will not be allowed to bring bags to school; parents are instructed to wash children's uniforms daily	9	X			T&TA
	10. Reading books will not be sent home	10	X			T&TA
	11. Teachers will not be expected to mark books but pupils will group mark where possible and teachers will give socially distanced verbal feedback.	11	X			HT
	12. No peer marking is allowed.	12	X			T & TA
	13. Air conditioning needs to be switched off in the EYFS building and Nursery building. Fans must not be used.	13	X			Caretaker
	14. Pupil laptops and i-pads will not be in use.	14	X			T
	15. All school work will be completed on paper and sent home on a daily basis.	15	X			T & TA
	16. Internal classroom doors will be left open so minimal touching	16	X			T&TA
	17. Classroom windows to be open whenever possible.	17	X			T&TA
	18. Designate communal facilities such as toilet cubicles, sinks, playground areas and equipment to individual groups – 'bubbles' - within school and assist social distancing	18	X			HT
	19. In places where we cannot implement a one-way system, particularly at the narrowest points inside the building – e.g. front office area, implement what amounts to a "give-way system" with provision of safe areas to wait in order to maintain social distancing	19	X			HT
	20. All pupil movement (individual or groups) within the school site and buildings to be supervised and managed.	20	X			All staff
	21. Limit unnecessary pupil movement around the school to minimise contact with surfaces and assist social distancing - all ad-hoc movement to be managed / supervised / escorted (e.g. toilet breaks).	21	X			T&TA
	22. Ensure that doors in areas that need control measures and / or are part of amended routes have adequate and working locks	22	X			Caretaker
	23. External doors must be locked when the rooms are not supervised	23	X			Caretaker
	24. Corridor doors must be left open to reduce the exposure by touching the doors	24	X			Caretaker
	25. Use floor markings and signage to clearly identify routes, corridors, access doors temporarily taken out of use	25	X			HT/Caretaker
	26. Pupil movement from site entrance to buildings, entrance into buildings and internal movement to classrooms should be adequately staffed / managed to facilitate efficiency and social distancing	26	X			HT
	27. Children will be able to use PE equipment that is supplied for their own use only. They will be cleaned with anti-bac following use.	27	X			Teachers

Offices	1. The school office has been rearranged to allow 2m social distancing for each work station.	1	X		HT/DHT
	2. No member of staff is allowed in the office apart from 2 designated administrators, HT and SBM (G.A & P.C).	2	X		GA & PC
	3. Staff must use the same desk every time they are in the office / Staff must not share their workstation.	3	X		All Admin
	4. Only one desk will be used in the SBM office / allocated space.	4	X		CA
	5. No member of staff (except HT/DHT/CA) is allowed to use the walkthrough outside HT office.	5	X		DHT/HT/CA
	6. If a member of staff needs office support or HT support they must go to the glass window in the foyer and speak to the office staff who can contact the HT by phone.	6	X		All staff
	7. Only Pupil Support Manager (PSM) and DHT is allowed in the PSM Office – no staff or pupils allowed to enter	7	X		PSM/DHT
	8. 2 finance staff will be allowed in the finance office 2m socially distanced.	8	X		Finance staff
	9. Office windows to be open wherever possible	9	X		Admin staff
	10. Kitchen office, one member of the catering staff in there at a time due to size of office and impossibility of social distancing.	10	X		All catering staff
Common areas including staffroom	1. Walkways will be marked with 2m spacing (yellow feet) to help children and staff keep their distance	1	X		HT
	2. Internal doors will be left open so minimal touching from 7.15am on opening the school	2	X		Caretaker
	3. Where possible, one-way systems have been put in place along with visible signage. Where this is not possible dividers will be set in the middle of the corridor. Staff and children must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.	3	X		HT
	4. Where practicable fire doors will be held open with a small triangular door stop (from 7.15am) to reduce requirement for handling doors, whilst maintaining suitable building security	4	X		Caretaker
	5. Breaks are staggered to ensure corridors or circulation routes used have a limited number of pupils using them at any time. Where possible classroom doors directly on to the playground will be used.	5	X		HT
	6. Lunches are staggered and served in classrooms (outside if weather permits and accessible) to avoid unnecessary movement around the school.	6	X		HT
	7. Staffroom is not to be used to congregate.	7	X		All staff
	8. Lockers in the staffroom should not be used, keep your personal belongings in your allocated classroom cupboard.	8	X		All staff

			Low	Medium	High	Responsibility
Space to allow for social distancing	1. Class furniture will need to be moved or placed in rows with passages to reduce pinch points, ensuring that free movement is possible. Spare furniture (e.g. chairs) will be moved out of the way.	1	X			TA & T
	2. Classes will be split so they are small groups in line with DfE and EYFS guidance with no more than 12 pupils per small group and one teacher (and, if needed, a teaching assistant)	2		X		HT
	3. EYFS pupils will have at least one teacher and 2 additional adults for a maximum of 10 pupils	3	X			A.Spence / HT
	4. Where there are not enough teachers, teaching assistants and other support staff will lead classes under the supervision of a teacher	4		X		HT
	5. Classrooms will be set to ensure 2m between desks where safely possible to do so. Where this is not possible it will be a minimum of 1.6m	5		X		Teachers/HT
	6. Where reasonably practicable children will sit back to back or all in the same direction.	6	X			T& TA
	7. Children must not share their workstation or desk during the day.	7	X			T &TA
	8. Children must use the same desk and the same stationery every time they are in the classroom	8	X			T & TA
	9. All soft toys and any toys or equipment which are hard to clean have been removed	9	X			Teachers
	10. All soft furnishings or equipment which is hard to clean have been removed from communal areas	10	X			Caretaker
	11. Lessons need to be planned to allow for some of them to be taught outdoors wherever possible	11	X			T
	12. Lesson timetable and classroom use has been reviewed, to reduce movement of children around the school, with some lessons taking place outdoors	12	X			HT
Spare rooms	1. Any room not in use will be cleaned weekly rather than daily	1	X			Caretaker
	2. Rooms not in use will be aired on a rota basis (at least twice a week)	2	X			Caretaker
	3. All blinds in every room to be open on a daily basis whether the classroom is in use or not to let sunlight in	3	X			Caretaker
Medical Area	1. The library will be cleaned thoroughly once a day and more often if needed due to being reassigned as the medical room	1	X			Caretaker
	2. The medical area will be sprayed with Dettol spray at regular intervals to keep high standards of hygiene (hourly)	2	X			Office staff
Management of people and procedures at key times	1. Implement phasing and people-management at key times of the day to maintain social distancing such as pupil drop-off and pupil pick-up.	1		x		HT
	2. Staff engaged in managing pupil access from the site entrance and exit gates could, if deemed necessary and appropriate, verbally engage with adults to support social distancing requirements.	2	X			HT
	3. Provide relevant guidance to parents on drop off and pick up arrangements	3	X			HT
	4. Only one adult to accompany children to and from school - place notification signage outside the school entrances	4	x			HT / DHT
	5. Extend and phase the time windows for pupil drop-off and pick-up to facilitate ease of management and social distancing	5	X			HT
	6. Pupils to go directly into classrooms using external classroom doors to playground or outside area	6	X			HT
	7. Staggered drop off and pick up times	7	X			HT
	8. Parents will be advised to stand at the markings laid out	8	X			HT
	9. Tape used to show 2m distance at all times are in place	9	X			HT / Caretaker
	10. Drop off and pick up times will be in the most open part of the school with children taken to these areas rather than parents pooling in smaller areas	10	X			HT
	11. There will be a queuing system and process for staff to greet/dismiss each child, ensuring they wash their hands immediately on arrival before entering their classroom	11	X			HT

			Low	Medium	High	Responsibility
Space to allow for social distancing External visitors / contractors	1. Consideration has been given to the timing and management of visitors, contractors and deliveries to main reception and / or in the wider school environment in terms of maintaining hygiene and social distancing	1	X			HT
	2. Contractors are informed of the school's protocols in place	2	X			Caretaker
	3. School and contractor work together to ensure both protocols of contractor and school are followed	3	X			Caretaker
	4. All contractors must be accompanied at all times – due to COVID-19	4	X			
Communication	1. Communicate all new working / school arrangements / updates to parents/staff as soon as possible.	1	X			HT
	2. Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation	2	X			DT
	3. Regular communications sent to parents to inform them of the controls in place and what they are required to do, with signage put in place at drop off and pick up times	3	X			HT
	4. Parents should be informed, to reduce the number of people on the school site in the interest of infection control they will no longer be able to gather in the playground or to enter the buildings to drop off or collect children. Parents should also be advised not to gather at the school gates to talk to other parents.	4	X			HT
	5. Signage put up at school gates advising of 2m distance and of procedure once within school grounds	5	X			HT
	6. Easy to follow parent guide will be produced and sent home and displayed on windows.	6	X			DHT
	7. Display signage prominently within school and on the outside of buildings to encourage social distancing.	7	X			HT
Protection of vulnerable staff / Meeting specific staff needs	1. Protect all staff through individual risk assessments (risk Assessment in HT Office)	1	X			HT
	2. Staff with medical needs have been individually assessed and relevant consents in place e.g. placed in best room to be for social distancing with pupil	2	X			HT
	3. Seek assistance from other staff members where appropriate to support usual duties that cannot otherwise be completed, and / or procure the services of external contractors where required	3	X			HT
	4. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.	4	X			HT
	5. Staff who are clinically extremely vulnerable must continue to follow shielding measures and advised to work from home (see risk spread sheet)	5	X			HT
	6. Staff who are clinically vulnerable should work from home where possible, if, clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Where there is a likelihood staff will have to spend time within 2 metres of other people, the school and member of staff will carefully assess and discuss whether this involves an acceptable level of risk (see risk spreadsheet)	6	X			HT
	7. Emotional stress of staff	7		X		HT
Fire	1. Fire exit routes will not be compromised	1	X			HT
	2. Review the impact this may have on escape routes, access to emergency equipment and fire equipment (such as extinguishers). Where any amendment to an escape route is proposed inform staff and pupils	2	X			HT
	3. In the event of any alterations to fire safety arrangements this change must be relayed to all staff and pupils	3	X			HT
	4. Where assistance is needed in the event of a fire, it must be acknowledged that social distancing requirements may not be met, but life safety must be prioritised in the event of a fire	4	X			HT
	5. All pupils and staff must be aware of fire safety arrangements – revisit these upon the school re-opening	5	X			HT
	6. Pupils returning must be inducted and told of any alteration that may impact on their safety	6	X			HT
	7. Staff are to be aware that no compromises are to be made with fire safety and that the life safety of staff and pupils is a priority	7	X			HT

First Aid	1. We have a suitable number of both first aider and paediatric first aider to provide medical assistance throughout the day.	1	X			HT
	2. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries	2	X			Office
	3. Designated first aid area will be in the library	3	X			HT
	4. Infrared thermometers have been purchased and will be used in each classroom area and in the designated medical area	4	X			HT
	5. Wipe down plastic has been purchased for floor covering	5	X			HT
	6. Basic PPE has been purchased	6	X			HT

			Low	Medium	High	Responsibility
PPE	1. Intimate care will not be offered (R to Y6) if a child has a toileting accident in school, parents will be called or the child will be encouraged and guided to clear themselves up.	1	X			HT
	2. Intimate care will be offered for nursery pupils by staff wearing PPE.	2		X		HT
	3. If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	3		X		HT
	4. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection/face shields should also be worn.	4.		X		HT
Travelling	1. Staff, parents and children are encouraged to walk where possible (cycling will not be ideal due to bike storage)	1	X			HT
	2. Staff and parents are encouraged to read government advice Coronavirus (COVID-19): safer travel guidance for passengers	2		X		Staff/Par
	3. For older children using public transport – discussion on how to use transport in line with government guidance	3	X			HT
Sickness	1. If children become unwell with a new continuous cough or a high temperature in the workplace they will be removed from their classroom immediately and sent to the medical area then sent home straight away. Parents will be advised to follow the stay at home guidance (14 days).	1		X		HT/First Aiders
	2. If staff become unwell with a new continuous cough or a high temperature in the workplace they will be sent home immediately. Staff will be advised to follow the stay at home guidance (14 days)	2		X		HT
	3. All other staff and pupils in the designated area where the child or member of staff has shown symptoms will be told to stay at home for 14 days.	3		X		HT
	4. In the case of a staff member or child becoming unwell, the staff member/parent will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS	4			X	HT
	5. A member of SLT will maintain regular contact with staff members during this time	5		X		SLT
	6. If advised that a member of staff or public has developed Covid-19 and were recently at the school, the SLT will contact public health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken	6		X		SLT
	7. SLT All pupils and staff must be aware of fire safety arrangements – revisit these upon the school re-opening	7		X		SLT
	8. Pupils returning must be inducted and told of any alteration that may impact on their safety	8		X		SLT/T
	9. If staff members have contracted Covid-19 from work this must be reported to public health investigation can be completed and a RIDDOR report made, where required	9	X			SLT
Protection of pupils / Meeting specific needs including Black, Asian and Minority Ethnic (BAME)	1. Children classed as clinically extremely vulnerable will still be expected to shield and be supported at home	1	X			HT
	2. Each medical need will be considered but if we feel we cannot meet the child's needs or it is unsafe for a child to be in school we will discuss with parents.	2		X		HT
	3. Children with medical needs have been individually risk assessed and relevant consents in place e.g. placed in best room to be for social distancing with pupil	3		X		HT/ Parent
	4. Children will have temperature taken on entry in to school by Class Teacher/HT/DHT	4	X			HT/DHT/T
	5. Parents who have children who are clinically vulnerable (but not clinically extremely vulnerable) advised to follow medical advice and decide what the best course of action is.	5	X			HT
	6. There will be no shared resources removed from site by pupils and staff	6	X			All staff
	7. Some teachers will teach children from other classes. All teachers will be informed of specific medical needs of children in their groups	7	X			SLT/PSM
	Shielded/clinically vulnerable household members					
8. If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), the government guidance will be followed and they will be advised they can attend	8		X		HT	

	9. If a child or staff member lives in a household with someone who is extremely clinically vulnerable, the government guidance will be followed	9		X		HT
	10. Emotional stress of pupils	10		X		SLT/PSM
	11. Leaders will be keeping up to date with the latest advice relating to Black, Asian and Minority Ethnic (BAME). They will be aware of this particularly if there are any suspected cases of Coronavirus within the school and take any necessary steps to reduce the risk to members if staff in this group.	11	X			SLT
	12. All staff aware of pupils with medical needs including sickle cell.	12	X			All staff

			Low	Medium	High	Responsibility
Safeguarding - Information and procedures	1. The Designated Safeguard Lead (DSL) will be available in school each day while children are on site.	1	X			DSL
	2. Many teachers will teach children from other classes. DSL will provide them with any necessary safeguarding information for children in their groups	2	X			DSL
Cleaning / Hygiene Cleaning programme	1. The school has in place suitable cleaning program to take into account the increased cleaning of commonly used items such as handles, counters, IT equipment etc.	1	X			Caretaker
	2. The cleaning regime has been reviewed and adapted to ensure regular cleaning throughout the day of all contact surfaces e.g. toilet doors, classroom desks, play equipment and playground equipment	2	X			Caretaker
	3. Staff must clear classrooms and office desks and any nearby surface at the end of the day to allow easy access by cleaners for them to be effectively cleaned	3	X			Staff
	4. Bins will be regularly emptied throughout the day (at least twice am and pm), with the rubbish double bagged	4	X			Caretaker
	5. Tables must be cleaned after each group of children leaves the area	5	X			TA and T
	6. Regular supervision of cleaning throughout the day	6	X			HT
	7. Cleaners have a checklist for each area to show which surfaces have been cleaned daily, ready for next morning.	7	X			Caretaker
	8. Support staff will clean shared resources used in their classroom area daily	8	X			HT
	9. Classrooms will be checked so no paperwork is on windows shelves, floor etc. Paperwork needs to be in a cupboard	9	X			HT
Cleaning guidance	1. Staff engaged in cleaning are provided with suitable PPE and are competent to undertake their cleaning duties	1	X			Caretaker
	2. Risk assessments will be in place for cleaning activities and cleaning chemicals not accessible to staff or pupils.	2	X			Caretaker
	3. Staff must wash hands regularly, when entering, using and leaving the building	3	X			HT
	4. Teachers and support staff will monitor and encourage best behaviour.	4	X			HT
	5. Frequent checks will take place in classrooms and the office and all good and bad behaviour will be recorded to identify best behaviour and where there are behaviour issues (Gold and Blue books used).	5	X			HT
	6. Teachers ensure children wash their hands regularly for 20 seconds	6	X			Teacher
	7. Where handwashing facilities are not available close by, hand sanitiser will be provided	7	X			Teacher
	8. Posters and monitoring of the children washing their hands will be in place	8	X			HT
	9. All adults and children will clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing, are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')	9	X			HT
	10. Room cleaning and hand washing check sheets will be displayed and updated in each room	10	X			Caretaker/ teacher
	11. Guidance will be available for children who have trouble cleaning their hands independently	11	X			Teacher
	12. Daily cleaning is undertaken at a time where minimal disturbance is likely, reducing the risk to building occupants	12	X			HT
Cleaning supplies	1. The school will maintain good supply of soap and tissues	1	X			HT/Caretake
	2. Hand sanitisers over 60% Alcohol, soap and water are provided in suitable locations throughout the building	2	X			Caretaker
	3. There is access to warmwater for washing hands in each room, toilets and outside	3	X			Caretaker
	4. Appropriate controls are in place to ensure the suitable sanitisation of pupils' hands at multiple key points during the day e.g. following breaks, before meals and following the use of toilets	4	X			Teacher

St Teresa's Primary School, Risk Assessment

Property Checks / concerns	1. The school has ensured that relevant property statutory compliance checks have been completed and records updated	1	X			HT/Caretaker Caretaker Caretaker
	2. Daily and weekly checks have been reinstated and pre-opening checklist completed	2	X			
	3. All serious property concerns have been raised with the SBM and appropriate steps are in place to ensure the safety of all building occupants	3	X			

Catering/Food Food preparation, hygiene and handling arrangements	1. The school has reviewed its arrangement for food preparation, handling and serving and had implemented a safe system to ensure that adequate hygiene standards are maintained and that pupils are served food in a way that maintains principles of social distancing	1	X			HT/Catering Staff
	2. Social distancing will apply in the kitchen area	2	X			Catering staff
Serving arrangements	1. Food serving areas have been reviewed, there will be no queuing and shared seating area used in the dining hall.	1	X			HT
	2. Phasing of lunch to disperse peak demands on food service.	2	X			HT
Allergy management procedures	1. Suitable arrangements can be maintained to ensure allergy information is shared and communicated to all persons involved in food service	1	X			HT

			L	M	H	Respon
<i>Additional Issue from 1st review 19th June.</i>	1. Due to planned extension of school day and need for additional breaks, children will be allowed access to PE equipment for their individual use (i.e. not shared). These will be cleaned with anti-bac after use.	1	X			Teachers
	2. Inclusion of current practice of spraying children's toilet after each use with Dettol spray.	2	X			Teachers
	3. Increased number of children in Year 1 will require opening an additional classroom in order to maintain 2m social distancing and deploying an additional teacher.	3	X			HT
<i>Additional Issue from 1st review 29th June.</i>						
<i>Additional Issue from 1st review 13th July</i>						

Overall Risk / RAG Rating Matrix

Likelihood	Description	Score
Low	No significant risk or low risk item that are well managed with no impact on school opening.	1
Medium	Some minor risk issues but management process in place within the school to manage these.	2
High	Significant risk identified / risk item beyond the schools capability	3