



Bradford Diocesan
Academies Trust

Wider Opening of Schools - Phased Return

Risk Assessment



This risk assessment is correct as of the time of publication 3rd June 2020 and will be constantly reviewed and is subject to change. For a copy of the latest school risk assessment please email office@academystjames.com

Assessor: Helen Williams	Date: 3 Jun 2020	Activity: Operating School for Year 6, Reception & Yr1 pupils and Vulnerable/Key Worker children COVID19	Location: Academy St James
Standard of dress for activity (if relevant)		PPE required: Disposable Gloves, Aprons, Face masks, Goggles*	Other equipment used during activity: Cleaning equipment + bleach based cleaning products
Persons exposed (please tick):	Employees <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Public <input checked="" type="checkbox"/>
	Others <input checked="" type="checkbox"/>	Expectant Mothers <input type="checkbox"/>	
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.			
Physical Injury Hazards		Physical Agents and Hazardous Substances	
Miscellaneous			
Hit by moving vehicles		Hazardous substances	<input checked="" type="checkbox"/>
Contact with moving part of a machine		Micro organisms	<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation	
Fall(s) from height		Noise	
Slips, trips and falls from the same level		Pressure systems	
Contact with/ use of live electrical equipment		Ultraviolet light	
Contact with cold objects		Lasers	
Contact with hot objects		Flammable liquid/solids	
Contact with sharp objects		Extremes of Temperature	
Impact with objects			
Physical attack			
Finger “nips”			
Danger to others from failure of pupils/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>		

Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects	Pupils Children/ Staff	<ol style="list-style-type: none"> 1. Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield & not attend school settings; 2. Children, young people and staff who have been classed as clinically vulnerable, require a RA undertaking to deem if safe working in school can be undertaken. When this isn't possible then they should work from home; 3. if a child/young person or staff member lives in a household with someone who is deemed extremely clinically vulnerable, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to 	5	3	15	H	<ol style="list-style-type: none"> 1. Where genuine confusion exists in determining whether a child or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Headteacher; 2. Individual risk assessment to be undertaken for individuals with medical needs 3. OH can be used if required 4. Guidance provided for parents about attendance, shielding and self isolation 5. Complete RA for vulnerable groups of staff. 	<p>2.6.20- BDAT approval</p> <p>8.6.20- Health and safety day</p>

			<p>understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those individuals should not attend School or Nursery;</p> <p>4. A child/young person or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School or childcare setting</p>						
<p>Persons entering site with COVID19 symptoms</p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ Pupils/ Staff/ Others</p>	<p>1. Staff, children & pupils must not attend if they have symptoms or are self-isolating due to symptoms in their household;</p> <p>2. School & Nursery settings do not need to take children/ pupil's temperatures every morning.</p>	4	2	8	M	<p>1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days.</p>	

								<ul style="list-style-type: none"> 2. Staff to ask parent when dropping off child if there are any symptoms for child or household member. Child to be taken home if there are any symptoms. 3. Staff to ask parent when dropping off if there are any changes to emergency contact number in event of child becoming ill during the day. 	
<p>COVID19 virus being accidentally brought onto the site.</p>	<ul style="list-style-type: none"> 1. Transmission of COVID19 to the School/ Nursery community; 2. Some BAME children/ pupils & staff members are statistically at higher risk; 	<p>Children/ Pupils/ Staff/ Others</p>	<ul style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 	4	2	8	M	<ul style="list-style-type: none"> 1. Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk; 2. Determine which lessons or classroom 	

			<p>3. Cleaning frequently touched surfaces e.g. books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</p> <p>4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);</p> <p>5. In the School/ Nursery Reception area, mark out a 2 metre exclusion zone OR use barrier screens for any visitors to remain behind whilst dealing with staff;</p> <p>6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups;</p> <p>7. For primary schools, classes should normally be split in half, with <u>no more than 15</u></p>					<p>activities can take place outdoors;</p> <p>3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or nursery building;</p> <p>4. Early Years groups & Nursery:</p> <p>a. Keep small groups of children together throughout the day and to avoid larger groups of children mixing;</p> <p>b. Keep children in the same small groups at all times each day, and ensure different groups are not mixed during the day,</p>	
--	--	--	---	--	--	--	--	--	--

			<p>pupils per small group and one teacher (and, if needed, a teaching assistant);</p> <p>8. Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;</p> <p>9. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating pupils at the same desk each day if they attend on consecutive days. Different groups must not play sports or games together;</p> <p>10. Wearing a face covering or face mask in schools or other education settings is not recommended by Government;</p> <p>11. If a child, young person or other learner becomes</p>					<p>or on subsequent days;</p> <p>c. Play equipment that is used, is appropriately cleaned between groups of children using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used;</p> <p>5. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/ staff;</p> <p>6. Removing soft furnishings, soft</p>	
--	--	--	--	--	--	--	--	---	--

			<p>unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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 should also be worn;</p> <p>12. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>13. Ensure that all adults and children are aware to:</p>					<p>toys and toys that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</p> <p>7. Bins for tissues are emptied throughout the day.</p> <p>8. See detailed cleaning schedules</p> <p>9. No visitors unless essential maintenance contractors. All visitors to be arranged through the Business Manager.</p>	
--	--	--	---	--	--	--	--	---	--

			<ul style="list-style-type: none"> a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. b. Clean their hands on arrival at the School/ Nursery, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for pupils and children who have trouble cleaning their hands independently; 						
			<p>14. Maximise natural & mechanical ventilation throughout the school/ nursery setting. Any doors wedged open must be managed e.g. not left open when area is unoccupied;</p>						

			<p>15. Accessing Classrooms directly from outside where possible provide local signage at the School;</p> <p>16. Stagger the following activities so that all children are not moving around the school/ nursery at the same time:</p> <ul style="list-style-type: none"> a. Assemblies; b. Break times including lunch. Dining areas must be cleaned between groups; c. Drop-off & collection times; d. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School/ Nursery setting where spaces are accessed by corridors; e. Monitor that toilets do not become crowded by limiting the number of children who use the 					
--	--	--	--	--	--	--	--	--

			<p>toilet facilities at one time;</p> <p>17. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach to remain away from school/ nursery settings and work at home;</p> <p>18. Parents/ Carers notified that if their child needs to be accompanied to the School or Nursery setting, only one parent/ carer should attend;</p> <p>19. Parents/ Carers and young people are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>20. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they</p>						
--	--	--	---	--	--	--	--	--	--

			<p>have a pre-arranged appointment, which should be conducted safely);</p> <p>21. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> <p>22. Remind staff to maintain social distancing in WC's e.g. one person in at a time;</p> <p>23. Timetable to stagger lunches and social distancing in dining room. Food to be taken to Nur,Rec, Y1. Y6 will collect.</p> <p>24. Using packaged meals or similar to avoid opening canteens. If required, deliver the packaged meals to the Class/ Nursery area;</p> <p>25. Minimise the amount of shared resources taken home off the School/ Nursery site & limit exchange of take-home resources between pupils and staff;</p>						
--	--	--	--	--	--	--	--	--	--

			<p>26. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment must be cleaned in between users;</p> <p>27. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p> <p>28. Staff not to enter other staff offices</p> <p>29. PPA work in a common area should be avoided. If necessary, workstations & shared equipment must be cleaned in between users;</p> <p>30. Ensure all staff and parents are aware and encouraged to regularly/frequently wash clothing.</p> <p>31. Ensure all staff and parents are aware and encouraged to</p>						
--	--	--	---	--	--	--	--	--	--

			regularly/frequently wash clothing.						
Transport & journeys to/ from School/ Nursery	1. Transmission of COVID19 to the School/ Nursery community;	Children/ Pupils/ Staff/ Others	<ol style="list-style-type: none"> 1. School Management encourages parents and children to walk or cycle to their school/ nursery where possible; 2. School Management will ensure that transport arrangements cater for any changes to start and finish times; 3. School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 	4	2	8	M	<p>No vehicle access to site during drop off and collection times.</p> <p>We do not have a minibus</p>	
Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	1. If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible	4	2	8	M	<ol style="list-style-type: none"> 1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment; 2. ED and CT can book tests through an online digital portal. There is also an 	

			<p>coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; Y6/Y1/Rec use Y3/4 – Fantastic Foxes</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p>					<p>option for employees to book tests directly on the portal.</p> <p>3. On Health and safety day clarify issues around this.</p> <p>4. Weekly whole school google meets and answer FAQs.</p>	
--	--	--	--	--	--	--	--	--	--

			<p>4. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. While a child is awaiting collection, they should be taken by an adult in their bubble to the hub building which is well ventilated and has a separate toilet where they will be supervised by an adult.</p> <p>6. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>7. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>8. Office to contact home immediately</p>						
--	--	--	---	--	--	--	--	--	--

			<p>9. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>10. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, <u>they do not need to go home unless they develop symptoms themselves</u> (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>11. All staff and pupils/ children who are attending a</p>						
--	--	--	---	--	--	--	--	--	--

			<p>school or nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>12. Where the child, pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>13. Where the child, pupil or staff member tests positive, the rest of their Class or group within their Nursery should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>						
Stress upon staff members	1. Roles may be overlapping with	Staff	1. Prioritisation of important tasks for the School/ Nursery	3	3	9	M	Minimise/ only essential contact with	

	<p>greater demands in shorter term;</p> <p>2. Parents may make increased demands upon staff;</p> <p>3. Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.</p>		<p>community for that day/ week;</p> <p>2. Regular feedback & updates for remaining staff as a group activity;</p> <p>3. Staff kept informed of developments before pupils/ children & parent community;</p> <p>4. Staff aware of need to report concerns to School Management;</p> <p>5. Governing Body aware of the need to support Headteacher & Leadership Team.</p>				<p>staff members outside working hours.</p> <p>Well-being team to contact to staff regularly</p> <p>Social Distancing SLT weekly to discuss concerns.</p> <p>Bubbles feedback any issues daily</p>	
--	---	--	--	--	--	--	--	--

S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

Assessment authorised by Headteacher

Print Name: Chris Tolson		Signature: Mr C J Tolson		Date: 25.5.20
<i>RISK RATING SCORE</i>	RESIDUAL RISK LEVEL	MANAGERIAL ACTION	RISK RESULT	
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable	
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable		
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required	
<p>The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.</p>				
Assessment Review				
Reviewed by:		Review date: Daily/ Weekly	Existing risk assessment valid? (Y/N):	
Has the activity changed? (Y/N):	How:	New controls:		
Have new equipment or materials been introduced? (Y/N):	What:	New controls:		