

**St Bartholomew's School Coronavirus Student Expansion Risk Assessment.  
May 2020.**

<p><b>St Bartholomew's School</b></p> <p><b>CORONAVIRUS STUDENT EXPANSION RISK ASSESSMENT</b></p>
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<b>Location / Site</b>	
<b>St Bartholomew's Main School Site</b>	
<b>Activity / Procedure</b>	
<b>Y10/Y12 student expansion</b>	
<b>Assessment date</b>	
<b>28 May 2020</b>	
<b>Assessment Version Control number</b>	
<p>Version 1-JES/DWF - First full version with Risk assessments.</p> <p>Version 1.2 – added introduction, expanded summary, adjusted mitigated risk for Risk 14 – Infections on site. Updated Gov advice 25/5/2020. JES</p> <p>Version 1.3 - addition of local transmission rates. JES</p> <p>Version 1.4 - added BAME to vulnerable section.</p> <p>Version 1.5 - face coverings for students as for staff, allowed, not expected.</p>	

<b>Identify people at risk</b>	<b>YES or NO</b>
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

The following guidance was issued by the Government on 12 May 2020.

We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work.

We are therefore gradually increasing the numbers of children and young people attending schools and colleges. This decision is based on the latest scientific advice. By returning pupils gradually, settings can initially reduce the number of children and young people in classrooms compared to usual and put protective measures in place to reduce risks. Children will need to stay within their new class/group wherever possible and we will ask settings to implement **a range of protective measures** (<https://bit.ly/3cS2Twn>) including increased cleaning, reducing 'pinch points' (such as parents dropping children off at the start and end of the day), and utilising outdoor space. Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid saction to protect

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their classmates and staff in their setting. Those who are clinically vulnerable, or are living with someone who is, should follow **our protective measures guidance:** <https://bit.ly/2AUtdsj> .

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Guidance taken from:

<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>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Updated advice re Secondary Schools 25 May 2020.

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

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## **Introduction**

This Risk Assessment was produced between 15 and 26<sup>th</sup> May and was based on Guidance available at that time.

In determining the Existing Risk Level, we have worked on the basis of the school in full operation with all staff and students on site, ie normal operation before lock down. The Mitigated Risk Level, is the level of the risk after all mitigating controls have been considered and is the best estimate based on the current guidance. Many of these controls have already been implemented with the cohort of vulnerable/key worker students in school during the lockdown. (2 metre tape, sanitisation stations, signage, 1 way systems). There is much debate about the scientific basis for the controls recommended and we are not qualified nor have access to sufficient information to determine their adequacy, this means the controls and mitigated risk levels are solely based on the Government guidance and in the context that the school will be opening with only a small and manageable increase in students on a very reduced timetable. This RA will need to be reviewed and refined as the school starts to operate with more students and our experience grows. The most recent guidance sets out that only a quarter of Y10 and Y12 students plus vulnerable and key worker students (VKW) may be on site at once and not until 15 June 2020. It also supports our approach of no breaks and lunchtimes ' Schools should ensure that no pupils are on the school grounds unless for agreed contact time or attendance as above'.

## **Assumptions**

These assumptions have been used for this Risk Assessment to support a limited opening of the school on 15 June with a quarter of Y10 and Y12 students plus VKW students and the relevant staff needed for this. Any change/expansion of provision will necessitate review and updates to the RA. This RA does not attempt to cover risks related to future provision not yet defined.

Limited numbers of students for Y10 and Y12.

Provision of 1 to 1 meetings and small class sizes only to meet the 25% limit.

No breaks or lunchtimes, other than for VKW students

No Assemblies

No large group activities PE/PD/Food Tech/Science practicals/After school clubs etc.

All staff who can work from home will continue to do so.

The majority of lessons will continue to be provided on line.

No expansion of school site based provision until new guidance issued.

All guidance related to clinically extremely vulnerable and clinically vulnerable staff and students will be followed.

External visitors kept to a minimum, no on site parent meetings.

No Lettings.

This is not intended to be a full list but identifies key assumptions relevant to the current plans for expansion on June 15<sup>th</sup> 2020.

Additionally, regarding local transmission rates and infection risk we received the following information on 28 May 2020 from the Head of Public Health and Wellbeing, for West Berkshire.

[In relation to concerns around the level of transmission of COVID-19 in West Berkshire and neighbouring local authorities, the Department of Health and Social Care release daily data showing the number of confirmed cases in upper and low tier local authorities. This data also includes the](#)

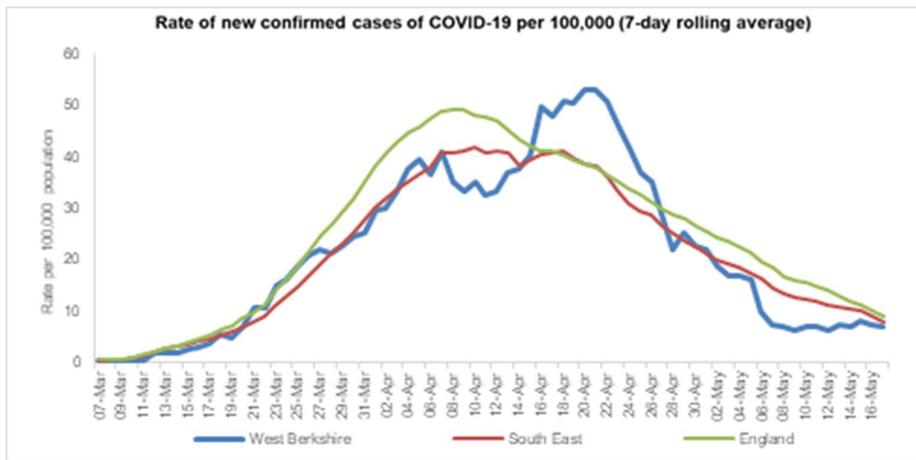
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total number of confirmed cases per 100,000 since the pandemic began which does not necessarily reflect current levels of transmission. So whilst some local authorities (such as Reading) have higher rates than the regional and national average, this will not reflect the current number of infections at the present time and include historic data.

Locally, we reached the peak of the pandemic in mid-April and whilst we sadly experienced a number of COVID-19 related deaths, the number of deaths and new cases have been falling since. For example, over the last 14-day period the number of new cases in West Berkshire has been 4, Reading 6 and Wokingham 9. Data from all local authorities in Berkshire show a sustained downward trend in the number of new cases which implies that transmission in the community is likely to be low. It is important to recognise that the availability and accessibility to testing can significantly influence the number of confirmed cases which means that this figure will not reflect the true numbers of infections within local authorities and should be interpreted with caution.

I have included a graph for West Berkshire which shows this downward trend which mirrors regional and national data. Ultimately it will be down to the public's compliance with social distancing measures and an effective contact tracing service that keeps the numbers of new infections low.

The Government currently estimates that the reproduction number (R) (the average number of secondary infections produced by 1 infected person) is between 0.7-1.0. This is based on latest data available to determine infection and transmission rates. However, it is worth noting that there will likely be regional variations in this number.



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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>1. Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Reduce the number of students in the classroom and the school as a whole to enable social distancing (<b>no more than 15</b>) - school estimate 9/10 in a classroom, 12 in Science and Art classrooms, larger spaces – gym, WCC, foyer, school hall would hold greater number tbd.</li> <li>2. Remove excess furniture to increase space if feasible to do so, dependent on how many classrooms in use in any area. Furniture to be kept on floor/block to keep track of furniture.</li> <li>3. Students to keep to their own desks/workstation when in the class/work room.</li> <li>4. Windows to be kept open to increase ventilation.</li> <li>5. Social distancing (SD) procedures and circulation flows to be followed. To cover: arrival and departure from classroom, waiting and lining up, toilet breaks, no movement around the classroom. <b>Classroom Management Annex.</b></li> <li>6. SD procedures to be under frequent review and revision, to be linked to school behaviour system. <b>Behaviour Annex</b> produced with specific updates. Student sanctions if cannot or do not adhere to procedures and instruction on the need for social distancing.</li> <li>7. Lessons planned for individual work (not pairings or group work)</li> <li>8. Feedback – using large whiteboard and interactive whiteboard not close interaction</li> <li>9. Mark out an area for the teacher – 2m distancing at front of room and space desks apart by 2 metres, re-enforced with floor markings.</li> <li>10. Students to use same desk if returning next day - all vulnerable/ key worker students.</li> <li>11. Students in on part time basis to be kept in same group as far as possible.</li> <li>12. Students in school for lessons part of day to minimise mixing with other groups</li> <li>13. Bags, coats and (lunchboxes) always kept with students, kept under their own desk.</li> <li>14. Lesson changeover to be supervised by staff, whole class moves to next class under supervision.</li> <li>15. Staggered lesson time to reduce mixing of groups between lessons.</li> <li>16. Staff and students may choose to wear a face covering or mask and gloves. Other than for suspected Covid-19 cases the Government has no recommendation regarding wearing PPE within school settings.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>2. Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Toilet breaks to be managed so that always within capacity of toilets.</li> <li>2. Reduced number of students in school using facilities.</li> <li>3. Separate cubicles with integral handwashing enforce distancing and prevents shared use</li> <li>4. Automatic integrated hand washing/drying reduces infection spread though touching.</li> <li>5. Hand gel outside classroom to be used by student on return from toilet break.</li> <li>6. Hand washing signs in place.</li> <li>7. Toilets checked frequently by Site Team and soap refilled.</li> <li>8. Hand dryers will continue to be used – signs to re-enforce need to dry hands thoroughly.</li> <li>9. Water dispensers to be taped off – out of use. Vulnerable/key worker students to use canteen water fountain only. All other students to bring in own water bottle to be kept with them always.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>3. Lack of social distancing waiting to enter school/classrooms</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staggered start times and timetables to minimise large groups moving around the school.</li> <li>2. Arrival and departure procedures to be clearly communicated to parents and students. <a href="#">Arrival and Departure Annex for Parents/Students (video)</a>.</li> <li>3. Parents asked not to come on site with their children.</li> <li>4. Students encouraged not to use public transport if possible.</li> <li>5. All students (pedestrians, cycles and cars) to arrive through entrance gate and leave through exit gates.</li> <li>6. 2-metre markers externally on path to student entrance, staff to be on duty and re-enforce distancing on entry.</li> <li>7. Vulnerable and key worker students to remain in their groups and occupy Wormestall block only, they are to continue to be supervised in this group and will not join their year group until guidance changes.</li> </ol>			

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8. Students (initially Y10 and Y12) to come straight into hub and follow one-way system to their first lesson where registration will be taken. No tutor time.
9. One-way system - 'keep left' to enforce single direction staircases and corridors. Comprehensive signage to instruct/remind. **Video to be created to communicate before additional students come onto site.**
10. Centre of break-out spaces to be blocked to prevent crossing.
11. Centre of hub to be organised to prevent crossing.
12. 2 metre markers outside the classrooms.
13. Staff to be waiting at classroom and students to arrive and be directed to their desk to minimise waiting time. **Classroom Management Annex.**
14. Students to be dismissed under supervision to their next class or exit from site.
15. Walkie talkies to be available to staff should they need support.
16. Student exit from site through the exit gate - to be supervised.
17. Parents asked not to collect on site to reduce the risk of mixing groups.
18. Social distancing posters on outside of gates and buildings.
19. LT to be on duty to supervise

<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>4. Lack of social distancing during breaks and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Y10/Y12 students will not have breaks or lunch in school – on reduced timetable.</li> <li>2. Vulnerable/Key worker students: <ol style="list-style-type: none"> <li>a. Staggered breaktimes and lunchtimes</li> <li>b. Breaks and lunchtimes to take place in different areas for different groups to minimise cross contamination.</li> <li>c. Agreed list of activities – only those allowing social distancing – see PE Guidance.</li> <li>d. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>e. Students practice talking 2 meters apart – modelled by staff</li> <li>f. Students bring in own lunch</li> <li>g. Increased used of outdoor space – 6<sup>th</sup> form hub tables for lunch</li> <li>h. 6<sup>th</sup> Form Common Room out of use to all.</li> </ol> </li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>5. Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Year 10 and Year 12 students will not be eating lunch in school – no lunch or break times due to reduced timetable.</li> <li>2. Vulnerable/key worker students eat in designated area – 6<sup>th</sup> form hub balcony. <ol style="list-style-type: none"> <li>a. Staggered lunch times</li> <li>b. Students bring packed lunch, kept with student.</li> <li>c. Staff bring in their own lunch and eat at desk or outside.</li> <li>d. If staff meals provided – cold and pre-sealed food to be available from 6<sup>th</sup> form servery.</li> <li>e. 6<sup>th</sup> Form Common Room out of use to all.</li> </ol> </li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>6. Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Reduced student numbers in school</li> <li>2. Staggered start times and timetables to minimise groups moving around the school.</li> <li>3. One-way system - 'keep left' to enforce single direction staircases and corridors. Video to be produced.</li> <li>4. Comprehensive signage to instruct/remind.</li> <li>5. Centre of break-out spaces to be blocked to prevent crossing.</li> <li>6. Centre of hub to be organised to prevent crossing.</li> <li>7. 2 metre markers outside the classrooms and along corridors.</li> <li>8. Students to be dismissed under supervision to their next class or exit from site.</li> <li>9. Walkie talkies to be available to staff should they need support.</li> <li>10. Students use of toilets managed by staff, individually or no more than number of cubicles at any one time.</li> <li>11. Student(s) must return from toilet break before others can go.</li> <li>12. When moving class around the school – 2 metres between students – re-enforced by staff, extra staff may be required at changeovers.</li> <li>13. Lifts should not be used unless necessary.</li> <li>14. Do not enter the lift with another person.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>7. Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Students to bring in own stationary.</li> <li>2. Resources to be kept for each for individuals if needed and to be wiped down with disinfectant before and after use. <a href="#">Classroom Management Annex.</a></li> <li>3. Lessons planned to minimise resources, are individual and not shared.</li> <li>4. Resources on tables ready for lesson and not distributed within the lesson</li> <li>5. Hygiene station outside each classroom             <ol style="list-style-type: none"> <li>a. Students to use hand sanitiser on entering and exiting classroom, including when returning from toilet breaks</li> </ol> </li> </ol>			

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<ul style="list-style-type: none"> <li>b. Students to take disinfectant wipe and wipe down workstation/desk, to be binned on leaving classroom</li> <li>c. Students to be given time and reminded to wash hands.</li> </ul>			
6. Staff to carry their own hand sanitiser, can be re-filled in school.			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>8. Student Anxiety</b>			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Continued focus on student wellbeing throughout closure with regular surveys and contact follow up by House staff and tutors.</li> <li>2. Comprehensive surveys suggest that returning to school will not be a big problem for the vast majority and key students will be prioritised for pastoral support on return</li> <li>3. Reduced time in school to ensure transition is successful from home to school</li> <li>4. ELSA provision available for children who are distressed</li> <li>5. School counsellor available</li> <li>6. Students who choose not to return will continue to receive wellbeing support</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>9. Staff Anxiety and Wellbeing</b>			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Most teaching staff will be able to work from home and will only be required in school for planned interactions with individuals or small groups of Students.</li> <li>2. Phased return of students will reduce demand for staff to attend school</li> <li>3. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>4. Staff meeting – virtually – to discuss concerns and share control measures, regular updates.</li> <li>5. Audit of staff to identify those at higher risk re Covid-19 and re-iterate arrangements for home working.</li> <li>6. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>7. Risk assessments reviewed and updated frequently and as needed.</li> <li>8. Government guidance on vulnerable staff will be followed as below: <ol style="list-style-type: none"> <li>a. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) are to work from home</li> <li>b. Those who are living with family members who are clinically extremely vulnerable are advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, they should work from home.</li> </ol> </li> </ol>			

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<p>c. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</p> <p>d. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p> <p>e. <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school</a></p> <p>9. BAME staff may follow the advice for clinically vulnerable staff if they wish. Two metre distancing is enforced across all areas of the school. Whilst there is no definitive Government guidance on how to manage the risks for BAME we recognise the reported risk that this group faces.</p>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>10. Risk of spreading virus due to close contact with students – 1:1, restraint and First Aid resulting in direct transmission of the virus</b>			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Close contact PPE First Aid pack available from main Reception and Medical Room containing:</p> <ul style="list-style-type: none"> <li>a. N95 grade mask and instructions</li> <li>b. Disposable aprons</li> <li>c. Disposable gloves</li> <li>d. Face shield available if student is feeling sick, coughing/sneezing</li> </ul> <p>2. Reduced timetable / exclusion / inclusion considered if necessary if students are acting in a way that puts staff at risk. See <a href="#">Behaviour Management Annex</a>.</p> <p>3. If 1 to1 delivery cannot be made whilst keeping 2 metre distance, then staff may choose to wear a face covering or mask and gloves. Other than for suspected Covid-19 cases the Government has no recommendation regarding wearing PPE.</p>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>11. Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Sanitisation stations outside every classroom – hand sanitiser, disinfectant wipes, paper roll and disinfectant spray. To be used on entry and exit of classroom/workspace.</li> <li>2. Hand sanitisers to be available in all larger spaces, to be fixed to wall as far as possible</li> <li>3. Hand sanitiser at Reception – to be used before and after signing in.</li> <li>4. Contractors to sign in via the Facilities office.</li> <li>5. Deliveries to Facilities office</li> <li>6. Deliveries to be left outside as far as possible.</li> <li>7. Site team to wear gloves when handling deliveries.</li> <li>8. Contractor's risk assessments to be received and reviewed before allowed on site.</li> <li>9. Site team can wear face coverings if dealing with deliveries and/or external contractors.</li> <li>10. Visitors to be limited to only those who are absolutely necessary Virtual meeting to be used as much as possible.</li> <li>11. Hand gel in school in bulk – smaller bottles to be refilled</li> <li>12. Tissues to be available in every classroom, bin to be just inside classroom</li> <li>13. Washing hands posters refreshed around the school and in all toilet areas.</li> <li>14. Reminders how to wash hands properly – videos and posters</li> <li>15. Water fountains taped off – Vulnerable/key worker students to use Canteen water dispenser only. All other students must bring in own water bottle, to be always kept with them.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>12. Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant spray</li> <li>2. PPE – aprons and gloves will be worn by all cleaning staff</li> <li>3. Cleaning staff will be asked to work more daytime hours to allow increased cleaning.</li> <li>4. All classrooms/offices will be cleaned after use</li> </ol>			

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5. Schedule of areas in use to be kept up to date, all staff must communicate to Facilities the areas they have used so cleaning can be scheduled.
6. Cleaning service will be continually reviewed and refined.
7. Non fire doors will be held open during the day to reduce contamination.
8. Bins to be emptied regularly
9. Soft furniture will be removed/taped off
10. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
11. No specialised cleaning required after Covid-19 case based on latest guidance  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>13. Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</b>			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. An audit will be conducted to confirm any staff who fall into the more vulnerable categories.</li> <li>2. The following categorisations and measures were implemented at the beginning of lock down and so reduced the initial risk accordingly. In addition, enhanced social distancing measures now implemented reduces the risk further.               <ol style="list-style-type: none"> <li>a. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) are to work from home</li> <li>b. Those who are living with family members who are clinically extremely vulnerable are advised they only attend work if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, they should work from home.</li> <li>c. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</li> <li>d. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>e. <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school</a></li> </ol> </li> <li>3. Clinically extremely vulnerable students (Y10 and Y12) to be identified, attendance not recommended.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>14. Risk of infection due to infected cases arriving on site</b>			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Clear communication to all staff, students, visitors and contractors that they should not attend site if they feel unwell with Covid-19 symptoms or have been in contact with a known case.</li> </ol>			

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2. Until comprehensive test, track and trace implemented any staff member who develops symptoms and has been on site in the previous 5 days must inform LT and identify all those they have been in contact with.
3. Any staff member who develops symptoms or has been in contact with a known case are encouraged to book a test. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#how-to-arrange-a-test>
4. Any student who develops symptoms at school should be isolated and home called to collect.
5. If staff cannot keep 2 metre distance from suspected case, they should use the PPE Covid-19 First Aid kit from Reception or Medical room.
6. Parents to be advised that any suspected cases amongst their children must be reported to school and that they are encouraged to book a test.
7. **If a positive test for a member of staff or student then all contacts to be identified and advised to self-isolate and book a test should symptoms develop. Guidance currently requires the school to perform this, the capacity of the school to be able do this in a timely and comprehensive way is unclear. Until a comprehensive centrally controlled test, track and trace system is in place this is an area of concern.**
8. Staff who can work from home and are not required in school should continue to do so.
9. Car sharing is discouraged if possible, otherwise sharing should be limited to as few as possible and preferably the same group.
10. All staff and students should avoid the use of public transport, where possible.
11. All staff should wash their hands-on arrival at work.
12. Visitors should be limited as far as possible and face to face meetings avoided, visitors by prior appointment only.
13. Visitors to be instructed not to attend site if showing any symptoms of Covid-19.
14. Deliveries should go to Faculties office for distanced receipt.
15. Parents wanting to drop off/collect items should be directed to use the corner office in Reception to ensure physical distancing. Items should be handled with gloves and wiped with disinfectant wipes. [Reception Procedures Annex.](#)
16. Perspex screen to be installed at main Reception.
17. Reception phone to be used by one person per day and wiped with disinfectant before and end of session.
18. Visitor/staff sign in system to move to contactless as soon as technology allows (QR code/phone app)
19. No external hirers on site until guidance indicates this is safe to manage.

<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>15 Lack of social distancing in staff offices</b> resulting in direct transmission of the virus			
<b>Existing risk level</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff who can continue to work from home should do so to reduce the demand on office space.</li> <li>2. Those who need to come into school should do so on a needs basis and liaise with others who use the same office so that social distancing can be achieved.</li> <li>3. Consider a rota system to minimise cross over of staff.</li> <li>4. Staff should use the same desk, avoid sharing desks.</li> <li>5. Hand sanitiser and disinfectant wipes available in each office/shared workspace.</li> <li>6. Those who have laptops can use other virtual offices – WMR/Library/classrooms not in use.</li> <li>7. A small pool of laptops available from ICT.</li> <li>8. Desks may be re-sited so that staff are working side by side or back to back, please liaise with the Site Team if this is necessary.</li> <li>9. Perspex screens may be provided to some offices where no other means of achieving social distancing. (currently difficult to source due to demand).</li> <li>10. Resources. <a href="#">Resources Procedures Annex</a>.</li> <li>11. Face coverings may be worn by staff who wish to. There is no advice from HMG on specific PPE for school staff, other than related to First Aid close contact.</li> </ol>			
<b>Mitigated risk level</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<b>OVERALL level of mitigated risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>	Insert comments relevant to findings as appropriate		
<p>The school has been open throughout the lock down period (9 weeks) with between 15 and 30 students daily plus approx. 40 staff on a rota basis. There have been no known cases of Coronavirus in this population. We believe with the enhanced controls outlined in this risk assessment the overall risk to staff and students of contracting coronavirus by opening the school on a <u>phased, part time</u> return is low. The remaining areas of concern are:</p> <ol style="list-style-type: none"> <li>1. Behaviour Modelling – staff and students' ability to re-model their behaviour to observe the 2 metre distancing requires time and practice. Reminders, signage and barriers will all help but it is the limited number of staff and students' which will be the primary control, the speed at which student numbers are increased will have a direct bearing on the social distancing risk levels.</li> <li>2. Infected case(s) on site. Until there is an effective and centralised test, track and trace system the mitigated risk remains higher. The current advice is that the school would need to track and trace contacts of a known case – this assumes that the school has capacity to perform this in a timely and comprehensive way, and that we are informed of cases. This process would obviously not cover contacts of individuals outside the school 'bubble' and so the mitigating risk cannot be reduced fully.</li> </ol>			

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
<b>David Fitter Julie Shepherd</b>		<b>26 May 2020</b>

<b>Headteacher's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of Headteacher</b>	<b>Signature of Headteacher</b>	<b>Date</b>
<b>J Mortimore</b>		<b>14 May 2020</b>

<b>Chair of Governor's comments</b>	C Coulston and K Sadler, Co-Chairs of Governors.
<p>This Risk Assessment has been developed by the Leadership Team in consultation with the Governing Body. It is based on advice from the Local Authority and from the school's Health &amp; Safety adviser as well as the National Governance Association. The Governing Body have carried out robust scrutiny in a number of ways, including feedback from key governors and the Full Governing Body GB. The Risk</p>	

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Assessment will continue to be reviewed and monitored at regular intervals, as and when necessary and when Government advice and guidance is issued and updated over time.

<b>Risk assessment reviews</b>	
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