

<p>St Bartholomew's School</p> <p>CORONAVIRUS SEPTEMBER STUDENT EXPANSION RISK ASSESSMENT</p>

Location / Site	
St Bartholomew's Main School Site	
Activity / Procedure	
September Full re-opening.	
Assessment date	
7th July 2020	
Assessment Version Control number	
<p>Version 2 - JES. First draft.</p> <p>Version 2.1 LT review.</p> <p>Version 2.2 - S Foyle review.</p>	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

The following guidance was issued by the Government on 2 July 2020.

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of

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

contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Grouping

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended.

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

Guidance taken from:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. Issued 2 July 2020.

Introduction

This Risk Assessment was produced between 7th and 10th July and is based on Guidance available at the time. Those sections in red relate to further guidance expected from HMG.

In determining the Existing Risk Level, we have worked on the basis of the school operating in an environment where the risk infection rate both nationally and locally is at a reduced level compared to early June when the last risk assessment for a proportion of Y10 and Y12 students returning was produced. 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. Some of these controls have already been implemented with the cohort of vulnerable/key worker students and Y10/Y12 students in school. (2 metre tape, sanitisation stations, signage, 1 way systems). However, there are differences in the mitigating controls for the full return of students in September to those implemented for the partial re-opening with the use of 'bubbles' of students in place of 2m distancing, therefore comparison of risk levels between Risk Assessments is not meaningful nor reliable. The controls and mitigated risk levels are solely based on our interpretation of the Government guidance. This RA will be reviewed and refined as the school operates in full in September and when guidance changes. In the event of a local lockdown we will follow the advice of the local PHE Director. Our experience from opening for key worker students and limited Y10 and Y12 students has confirmed the success of our one-way systems and use of sanitisation stations. However, the change in operating model means much of what was learnt in implementing social distancing is no longer relevant.

Assumptions

Full classes from September.

'Bubbles' of individual year groups.

Social distancing, as far as possible, in common areas.

Staggered start and finish times for students.

Separate areas for each year group at break and Activity time.

No Assemblies

No large group activities.

PE/PD/Food Tech/Science practical's have produced their own risk assessments.

After school clubs/study provision will require their own risk assessments.

Some support staff may continue to work from home if their role allows this.

The vast majority of those classed as clinically extremely vulnerable and clinically vulnerable staff and students will be back in school.

External visitors will continue to be managed to be kept to a minimum.

Lettings tbd

This is not intended to be a full list but identifies key assumptions relevant to the current plans for full opening in September 2020.

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p>1. Lack of social distancing arriving/departing from School resulting in direct transmission of the virus</p> <p>.</p>			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Arrival and departure procedures to be clearly communicated to parents and students. Arrival and Departure Annex for Parents/Students (video) plus written communication. 2. Self-staggered start times, students do not all arrive at the same time and will go straight to their tutor rooms/first lesson on arrival. 3. Students are encouraged to avoid the use of public transport if possible and encouraged to walk or cycle. 4. The Department for Transport is asking local authorities to: <ul style="list-style-type: none"> o urgently work with schools to survey parents on their typical routes to school and potential alternatives o consider a range of options for shifting demand for public transport onto other modes o consider using traffic demand management approaches in order to ensure that children are able to attend school from the start of the autumn term 5. Those using public transport will be required to wear a mask and must be instructed on how to safely remove the mask. 6. Dedicated school transport: Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Students should: <ul style="list-style-type: none"> o use hand sanitiser upon boarding and/or disembarking o Keep a distance when queuing and boarding where possible o Keep distancing within vehicles wherever possible o the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet o DfE will shortly publish new guidance to local authorities on providing dedicated school transport, based on the framework outlined here. 7. Students will arrive and exit through all gates to spread out as far as possible. 8. 2-metre markers externally on path to student entrance, staff to be on duty and re-enforce distancing on entry. 9. Additional portable wash basins to be installed in the Hub, wall mounted hand sanitiser at various points around the school. 10. Students to come straight into hub and wash their hands and follow one-way system to their tutor room/first lesson or go to the toilet block nearest their tutor/classroom and wash their hands. 11. LT/HOFs/HH to be on duty in blocks to ensure tutors ready in rooms and students go straight to their tutor rooms. 			

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

<p>12. Students to wash hands or use hand sanitiser before leaving school and when they arrive home. Parents dropping off their children by car must stay in their car unless they have a pre-arranged appointment.</p> <p>13. Parents accompanying their children on foot should not come onto the school site.</p> <p>14. New Y7s will be met at gates by LT.</p> <p>15. Reception will continue to be locked and the corner office will be used for drop off or collection of students items.</p>			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
2. Transmission of the virus in the classroom/study areas			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students to be seated side to side and facing the front of the class. 2. Remove excess furniture to increase space if feasible to do so. Furniture to be kept on floor/block to keep track of furniture. 3. Teacher to stand at the front of the class. 2m area to be marked out for the teacher. 4. Students to reminded that they should keep 2 m distance from all staff at all times. 5. Windows to be kept open to increase ventilation. 6. Tutors to re-enforce handwashing/sanitising and ‘catch it, kill it, bin it’ regularly, particularly in first weeks. Use of posters and videos in Tutor time. Posters regularly refreshed around school. 7. Hand sanitiser, wipes, tissues and bins in every classroom. 8. Students to be advised to carry their own hand sanitiser. 9. Students to hand sanitise on entry to the classroom, and when re-entering the classroom for any reason. 10. Students not to move around the classroom. 11. Students must wash their hands after using the toilet. 12. Wall fixed hand sanitiser on each block/floor. 13. Arrival and departure from classroom, waiting and lining up, toilet breaks. Classroom Management Annex. 14. SD procedures, to be linked to school behaviour system. Behaviour Annex produced with specific updates. Student sanctions if cannot or do not adhere to procedures and instructions. 15. Lessons planned for individual work (not pairings or group work). 16. Resources: <ul style="list-style-type: none"> ○ Staff and students should have their own frequently used equipment eg pens and not share them. ○ Classroom based resources can be used and shared within a year group and should be cleaned regularly. ○ Resources used between year groups should be cleaned frequently and meticulously <u>or</u> be rotated and left out of use for 48 hours, 72 hours for plastic. 17. Feedback – using large whiteboard and interactive whiteboard not close interaction 18. Students should limit what they bring into school to just what is needed. Bags, coats and lunchboxes always kept with students, kept under their own desk. 19. Lesson changeover to be supervised by staff, whole class moves to next class under supervision. 20. After school study support (Library) there will be a limited number of spaces which must be pre-booked by parents to enable social distancing to be implemented, as bubbles cannot be consistent. 			

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

21. 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.			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
3. Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Toilet breaks to be managed so that always within capacity of toilets. 2. Separate cubicles with integral handwashing enforce distancing and prevents shared use 3. Automatic integrated hand washing/drying reduces infection spread though touching. 4. Guidance explicit that there is <u>no</u> requirement for dedicated toilet blocks. 5. Hand sanitiser in every classroom to be used by student on return from toilet break. 6. Hand washing signs in place. 7. Toilets checked frequently by Site Team and soap refilled. 8. Hand dryers will continue to be used – signs to re-enforce need to dry hands thoroughly. 9. Integral water dispensers to be taped off – out of use. Temporary bottle filled water dispensers to be installed on ground floor of each block and 4 additional dispensers installed in the hub. 10. Canteen, Foyer and Sixth form water dispensers to be in use. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
4. Lack of social distancing waiting to enter/leave classrooms resulting in direct transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff should endeavour to maintain 2 m distancing between themselves and colleagues and students as much as possible. 2. Staff should avoid face to face contact and minimise time spent within 1 m of anyone. 3. Students to be reminded to maintain 2m distance from all adults. 4. One-way system - 'keep left' to enforce single direction staircases and corridors. Comprehensive signage to instruct/remind. Student Video and tutor reminders. 5. Centre of break-out spaces to be blocked to prevent crossing. 6. Centre of hub to be organised to prevent crossing. 7. 2 metre markers outside the classrooms in all common spaces.. 8. Staff to be waiting at classroom and students to arrive and be directed to their desk to minimise waiting time. Classroom Management Annex. 			

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

9. Students to be dismissed under supervision to their next class or exit from site.
10. Staggered finish times so that year groups leave individually.
11. Students to be supervised to leave site quickly.
12. Walkie talkies to be available to staff should they need support.
13. LT and senior staff to be on duty to supervise.
14. Supply, peripatetic teachers and other visiting staff should minimise contact and maintain distance as much as possible from other staff.

Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
5. Transmission of virus during breaks and lunchtimes.			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Each year group bubble to have specific area at break and lunchtime. See Break/Activity Time Schedule. 2. Staggered lunchtimes to enable separation of year groups. 3. First 2 weeks of term students encouraged to bring in packed lunches and only sandwiches will be available from the canteen. 4. From week 3 more menu choice will be introduced based on what is feasible in the reduced time/facilities available. 5. Canteen seating area to be cleaned between groups. 6. Staff supervision throughout – actively encouraging and insisting on social distancing 7. Increased used of outdoor space. 8. Students to wash hands before lunch, additional portable wash basins to be installed in the Hub, wall mounted hand sanitiser outside the canteen and at every serving point. 9. The 6th form servery will be open at break for <u>Staff</u> only, this means staff can purchase their lunch separately to all students. Prepacked sandwiches only will be available in week 1 and 2 after which the menu will be expanded. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
6. Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Self-staggered start times, students do not all arrive at the same time and will go straight to their tutor rooms/first lesson on arrival. 2. One-way system - 'keep left' to enforce single direction staircases and corridors. Student video produced. 3. Comprehensive signage to instruct/remind. 4. Barriers around Hub to limit crossing the centre, enforce one-way system. 5. 2 metre markers outside the classrooms and along corridors/shared areas. 6. Students to be dismissed under supervision to their next class or exit from site. 7. Walkie talkies to be available to staff should they need support. 8. Students use of toilets managed by staff, individually or no more than number of cubicles at any one time. 9. Student(s) must return from toilet break before others can go. 10. When moving class around the school – 2 metres between students – re-enforced by staff, extra staff may be required at changeovers. 11. Staff to wear high viz jackets when on duty and if they wish when moving around the school as a visual cue to students to maintain distance. 12. Lifts should not be used unless necessary. 13. Do not enter the lift with another person. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
7. Contact of shared resources resulting in indirect transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students to bring in their own stationary, pens etc. 2. Use of resources to be minimised, practical subjects to be re-planned for later in the year where possible. 3. Resources: <ol style="list-style-type: none"> a. Staff and students should have their own frequently used equipment eg pens, glue sticks and not share them. 			

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

- b. Classroom based resources can be used and shared within a year group and should be cleaned regularly.
- c. Resources used between year groups should be cleaned frequently and meticulously or be rotated and left out of use for 48 hours, 72 hours for plastic.
- 4. Lessons planned to minimise resources, are individual and not shared.
- 5. Resources on tables ready for lesson and not distributed within the lesson
- 6. Hygiene station for each classroom
 - a. Students to use hand sanitiser on entering and exiting classroom, including when returning from toilet breaks
 - b. Students to take disinfectant wipe and wipe down workstation/desk, to be binned on leaving classroom
 - c. Students to be given time and reminded to wash hands.
- 7. Students and Staff to carry their own hand sanitiser, sanitiser can be re-filled in school.
- 8. PE/PD/Food Tech/Science practical lessons will require their own risk assessments based on governing authority advice.

Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
8. Student Anxiety			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Continued focus on student wellbeing throughout closure with regular surveys and contact follow up by House staff and tutors. 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 ELSA provision available for children who are distressed School counsellor available 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
9. Staff Anxiety and Wellbeing			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Phased return of students (Y10/Y12) has given staff the opportunity to return to school on a part time basis. Staff wellbeing surveys conducted throughout partial closure and those struggling have been regularly contacted. Survey staff end of week 3 to gauge anxiety and mental well being. Inclusion in risk assessment process – input into hazard identification and control measures Staff meetings – virtually – to discuss concerns and share control measures, regular updates. Those staff who have not been into school are encouraged to visit before end of summer term. Staff signposted to mental wellbeing resources. Staff to talk to HOF and LT link if they have concerns. No special consideration for clinically vulnerable or extremely clinically vulnerable now required. Risk assessments reviewed and updated frequently and as needed. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
10. Risk of spreading virus due to close contact with students – 1:1, restraint and First Aid resulting in direct transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Close contact PPE First Aid pack available from main Reception and Medical Room containing: <ol style="list-style-type: none"> a. N95 grade mask and instructions b. Disposable aprons c. Disposable gloves d. Face shield available if student is feeling sick, coughing/sneezing 2. Behaviour Management updated to cover students who are acting in a way that puts staff at risk. See Behaviour Management Annex. 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. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
11. Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Sanitisation stations for every classroom – hand sanitiser, disinfectant wipes, tissues and bin. To be used on entry and exit of classroom/workspace. 2. Hand sanitisers to be available in all larger spaces, to be fixed to wall as far as possible 3. Hand sanitiser at Reception – to be used before and after signing in. 4. Contractors to sign in via the Facilities office. 5. Deliveries to Facilities office 6. Deliveries to be left outside as far as possible. 7. Site team to wear gloves when handling deliveries. 8. Contractor's risk assessments to be received and reviewed before allowed on site. 9. Site team can wear face coverings if dealing with deliveries and/or external contractors. 10. Visitors to be limited to only those who are absolutely necessary Virtual meeting to be used as much as possible. 11. Hand gel in school in bulk – smaller bottles to be refilled 12. Tissues to be available in every classroom, bin to be just inside classroom 13. Washing hands posters refreshed around the school and in all toilet areas. 14. Reminders how to wash hands properly – videos and posters 15. Integral water fountains taped off. Canteen/6th form/foyer water dispensers plus additional temporary water dispensers on ground floor of each block plus in HUB. 16. Students must bring in own re-fillable drinks bottle – there will not be any cups supplied. If the student does not bring in a re-fillable bottle they can buy bottled water from the vending machine. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
12. Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant solutions and spray. 			

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

<ol style="list-style-type: none"> 2. PPE – aprons and gloves will be worn by all cleaning staff as directed by Brayborne Ltd. 3. Cleaning staff will be asked to work more daytime hours to allow increased cleaning. 4. All classrooms/offices will be cleaned regularly. 5. Cleaning service will be continually reviewed and refined. 6. Non fire doors will be held open during the day to reduce contamination. 7. Bins to be emptied regularly 8. Awaiting publication of new Government cleaning guidance at end of Summer term. No specialised cleaning required after Covid-19 case based on current guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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14. Risk of infection due to infected cases arriving on site

Existing risk level	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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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.
2. Any staff member who develops symptoms should self-isolate for 7 days and book a test. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>. If negative they can return to work. If positive they should isolate for 7 days from onset or symptoms and all their household should self-isolate for 14 days.
3. Any student who develops symptoms at school should be isolated in the medical room and HO call home to collect.
4. Once on site the parent will be instructed to call from the car or if on foot from outside and the student will be walked, suitably distanced, to their parent. 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.
5. Parents to be advised that any suspected cases amongst their household must be reported to school and that they should arrange for a test and comply with any requests from NHS Test and Trace.
6. Staff must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
7. **The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.**
8. Schools should ask parents and staff to inform them immediately of the results of a test:
 - o if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 - o if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If

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

they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

9. Schools should contact the local health protection team if they become aware that someone who has attended school has tested positive for coronavirus (COVID-19). This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
 - o The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
10. Please see [School Infection Response](#) document and [WB Covid-19 Local outbreak Plan](#) for more detailed information.
11. Supply, peripatetic teachers and other visiting staff should minimise contact and maintain distance as much as possible from other staff.
12. Staff who can work from home and are not required in school should continue to do so.
13. Car sharing is discouraged if possible, otherwise sharing should be limited to as few as possible and preferably the same group.
14. All staff and students should avoid the use of public transport, where possible.
15. All staff should wash their hands-on arrival at work.
16. Visitors should be limited as far as possible and face to face meetings avoided if possible.
17. All visitors should have a pre-arranged appointment and asked to follow the [Covid-19 Visitor Procedures](#).
18. All contractors must have a pre-arranged appointment and asked to follow the [Covid-19 Contractor Procedures](#).
19. Deliveries should go to Faculties office for distanced receipt.
20. 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](#).
21. Perspex screen installed at main Reception.
22. Reception phone to be used by one person per day and wiped with disinfectant before and end of session.
23. Visitor/staff sign in system to move to contactless as soon as technology allows (QR code/phone app)
24. No external hirers on site until guidance indicates this is safe to manage.

Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
15 Lack of social distancing in staff offices/meetings resulting in direct transmission of the virus			
Existing risk level		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff who can continue to work from home should do so to reduce the demand on office space. 2. Consider a rota system to minimise cross over of staff. 3. Staff should use the same desk, avoid sharing desks. 4. Hand sanitiser and disinfectant wipes available in each office/shared workspace. 5. Those who have laptops can use other virtual offices – WMR/Library/classrooms not in use. 6. A small pool of laptops available from ICT. 7. 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. 8. Offices should be as clear as possible to ensure surfaces are clear and can be cleaned. 9. Windows should be open. 10. If 2m distancing cannot be achieved and there is no alternative space then the 1m + approach should be followed <ul style="list-style-type: none"> o Perspex screens may be provided to some offices where no other means of achieving social distancing (these are difficult to source currently due to demand). o Try to ensure you are working side by side or back to back, avoid sitting face to face. o Consider wearing a mask or visor. 11. Resources. Resources Procedures Annex. 12. 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. 13. Large meetings will not take place unless 2m distancing can be achieved. 14. Weekly 8.30 meetings to be temporarily suspended. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

OVERALL level of mitigated risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		
<p>The school has been open throughout the lock down period and since June for a proportion of Y10 and Y12. There have been no known cases of Coronavirus occurring in school. Additionally, both the national and local transmission rate has now considerably reduced, and the West Berkshire local rate is at less than 10 per 100,000, with a total population of 158,450. We believe the control measures being introduced to manage students within year group bubbles and the size and layout of our site allowing us to continue with distancing measures that reduces the overall risk to staff and students of contracting and spreading coronavirus to low. The remaining areas of concern are:</p> <ol style="list-style-type: none"> 1. Behaviour Modelling – staff and students' ability to re-model their behaviour to observe the 2-metre distancing between staff and students. Reminders, signage and barriers will all be employed. 2. Infected case(s) on site. The centralised test, track and trace system is relatively new, and we will be reliant on this system plus local PH officials to advise and manage any outbreak in School or within the local area. 			

Name of assessor	Signature of assessor	Date
Julie Shepherd		7th July 2020

Headteacher's comments	Insert comments relevant to assessment as appropriate

Name of Headteacher	Signature of Headteacher	Date
J Mortimore		

Chair of Governor's comments	C Coulston and K Sadler, Co-Chairs of Governors.
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Comments from previous risk assessment.

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 & 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 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.

St Bartholomew's School Coronavirus September Student Expansion Risk Assessment.
July 2020.

Risk assessment reviews	
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