

<p>St Bartholomew's School</p> <p>CORONAVIRUS STUDENT FULL RETURN RISK ASSESSMENT</p> <p>September 2020</p>
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Location / Site	
St Bartholomew's Main School Site	
Activity / Procedure	
September Full re-opening.	
Assessment date	
17 September 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> <p>Version 2.3 - JES updated Government Guidance 7 August.</p> <p>Version 2.4 - Updated for Face covering/masks advice 27 August 2020</p> <p>Version 2.5 - Reviewed against re-issued advice on 28 August 2020, Governor comments and consistency checks.</p> <p>Version 2.6 - updated for teachers to wear visors in classrooms where 2m distancing difficult.</p>	

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

Updated Guidance on Face Coverings in Education received 26 August 2020:

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

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On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to [make a simple face covering](#).

However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs. No-one should be excluded from education on the grounds that they are not wearing a face covering.

Some individuals are [exempt from wearing face coverings](#). For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.

The following guidance was issued by the Government on 7 August 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. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups

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- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Guidance taken from:

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>. Issued 27 August 2020.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. Issued 7 August 2020.

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Introduction

This Risk Assessment was originally produced between 7th and 10th July and based on Guidance available at the time. This has now been updated based on the Government Guidance issued on 7 August 2020, 26 August 2020 and 28 August 2020.

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 identified cases or of a local lockdown we will follow the WBC Outbreak Control Plan and 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.

Students to maintain 2m distancing from staff at all times.

Staff to maintain 2m distancing from each other as far as possible.

Face coverings to be worn in common areas when moving around the school.

Staggered start and finish times for students.

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

Assemblies to be in year group bubbles or delivered virtually.

Group activities to be within year group bubbles.

PE/PD/Food Tech/Science practicals to follow specific subject risk assessments.

After school clubs to be introduced following risk assessment.

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.

Internal lettings will be delayed until circumstances allow.

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

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Identify hazard		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
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. Arrival and departure procedures to be clearly communicated to parents and students. New School Routines power point. https://www.stbarts.co.uk/school-return-september-2020/ 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 face covering/mask and should safely remove their face covering/mask on arrival at school. https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 6. Dedicated school transport: The Government guidance states that 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. The local authority providing the transport is responsible for the control measures which should include: <ul style="list-style-type: none"> o Use of hand sanitiser upon boarding and/or disembarking o Keeping a distance when queuing and boarding where possible o Keeping 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 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 multiple points around the school. 10. Students should go to the toilet block nearest their tutor/classroom and wash their hands or use hand sanitiser before going straight to their tutor room/first lesson. 			

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11. LT/HOFs/HH to be on duty in blocks to ensure tutors ready in rooms and students go straight to their tutor rooms.
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.
13. Parents accompanying their children on foot should not come onto the school site.
14. New Y7s will be met at gates by LT for the first few days of term.
15. Reception will continue to be locked and the corner office will be used for drop off or collection of students items.

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

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<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. Teachers may wear visors in the classroom where 2m distancing difficult. 5. Students to reminded that they should always keep 2 m distance from all staff. 6. Windows to be opened by Site staff each morning and to be kept open to increase ventilation, weather permitting. 7. 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. 8. Hand sanitiser, wipes, tissues and bins in every classroom. 9. Students to be advised to carry their own hand sanitiser. 10. Students to hand sanitise on entry to the classroom, and when re-entering the classroom for any reason. 11. Students not to move around the classroom. 12. Students must wash their hands after using the toilet. 13. Wall mounted hand sanitiser on each block/floor. 14. Arrival and departure from classroom, waiting and lining up, toilet breaks. New School Routines power point. 15. Student discipline procedures, to be linked to school behaviour system. Behaviour Annex July 2020 produced with specific updates. Student sanctions if cannot or do not adhere to procedures and instructions. 16. Lessons planned for individual work (not pairings or group work). 17. Resources: <ul style="list-style-type: none"> o Staff and students should have their own frequently used equipment eg pens, glue sticks and not share them. o Classroom based resources can be used and shared within a year group bubble and should be cleaned regularly. o 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. 18. Feedback – using large whiteboard and interactive whiteboard, not close interaction 19. Students should limit what they bring into school to just what is needed. Bags, coats and lunchboxes always to be kept with students under their own desk. 20. Lesson changeover to be supervised by staff, whole class moves to next class under supervision. 			

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21. After school study support (Library) will have a limited number of spaces which must be pre-booked by parents to enable social distancing to be implemented, as bubbles cannot be consistent.

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

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<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"> Toilet breaks to be managed so that always within capacity of toilets. Separate cubicles with integral handwashing enforce distancing and prevents shared use Automatic integrated hand washing/drying reduces infection spread though touching. Guidance explicit that there is <u>no</u> requirement for dedicated toilet blocks. Toilets to be checked and cleaned throughout the day by cleaning and site teams. Hand sanitiser outside toilets or in classroom to be used by student on return from toilet break. Hand washing signs in place. Toilets checked frequently by Site Team and soap refilled. Hand dryers will continue to be used. 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. 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"> Staff should endeavour to maintain 2 m distancing between themselves and colleagues and students as much as possible. Staff should avoid face to face contact and minimise time spent within 1 m of anyone. Students to be reminded to maintain 2m distance from all adults. Face covering/masks should be worn by students and staff when in the canteen, corridors and internal communal spaces. Face covering/masks do not need to be worn when outside or when in year group bubbles. Face covering/masks must not be worn in lessons. One-way system - 'keep left' to enforce single direction staircases and corridors. Comprehensive signage to instruct/remind. New School Routines power point. 			

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6. Hub to be re-set to enable 2 separate groups to occupy at the same time.
7. Centre of hub to be organised to allow 1 way crossing across centre.
8. 2 metre markers in all common spaces.
9. Staff to be waiting at classroom and students to arrive and be directed to their desk to minimise waiting time.
10. Students to be dismissed under supervision to their next class, break area or exit from site.
11. Staggered finish times so that year groups leave individually.
12. Students to be supervised to leave site quickly.
13. Walkie talkies available to staff should they need support.
14. LT and senior staff to be on duty to supervise.
15. 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

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<u>Identify hazard</u>		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
<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. Each year group bubble to have specific area at break and lunchtime. Staggered lunchtimes to enable separation of year groups. 2. Face covering/masks should be worn by students and staff when in the canteen, corridors and internal communal spaces. Face covering/masks do not need to be worn when outside or when in year group bubbles. Face covering/masks must not be worn in lessons. 3. First 2 weeks of term students asked 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 – additional external seating and canopy (pending Planning Permission) 8. Students to wash hands before lunch, additional portable wash basins to be installed in the Hub, wall mounted hand sanitiser on floor of every block, outside the canteen and at every serving point. 9. The 6th form servery will be open at break time 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. 10. Staff should not make drinks for other colleagues and wash up their own crockery/utensils. wash hands after using the staff kitchens. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<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. New School Routines power point. 3. Comprehensive signage to instruct/remind. 4. Barriers around Hub to enforce one-way system and prevent mixing of year group bubbles. 5. 2 metre markers outside the classrooms and along corridors/shared areas. 6. Face covering/masks should be worn by students and staff when in the canteen, corridors and internal communal spaces. Face covering/masks do not need to be worn when outside or when in year group bubbles. Face covering/masks must not be worn in lessons. 7. Students to be dismissed under supervision to their next class, break area or exit from site. 8. Walkie talkies to be available to staff should they need support. 9. Students use of toilets managed by staff, individually or no more than number of cubicles at any one time. 10. Student(s) must return from toilet break before others can go. 11. When moving class around the school students to remain in bubbles and 2m from staff to be re-enforced by staff, extra staff may be required at changeovers. 12. 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. 13. Lifts should not be used unless necessary. 14. 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 classroom 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. 			

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- 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.
 - d. Where advised by CLEAPSS resources should be sterilised using Milton liquid/tabs.
3. Lessons planned to minimise resources, are individual and not shared.
 4. Resources on tables ready for lesson where practical.
 5. Classroom hygiene.
 - a. Students to use hand sanitiser on entering and exiting classroom, including when returning from toilet breaks
 - b. Students to wipe down workstation/desk as instructed by the teacher, to be binned on leaving classroom
 - c. Students to be given time and reminded to wash hands.
 6. Students and Staff to carry their own hand sanitiser, sanitiser can be re-filled in school.
 7. PE/PD/Food Tech/Science practical lessons will follow their own risk assessments based on governing authority/CLEAPSS advice.

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

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<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. House Offices to monitor and support those students anxious about return to school. 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. 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 had not been into school were encouraged to visit before the 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

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<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 packs to be available with as many first aid boxes as possible 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 should wear a face covering or mask and gloves. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		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
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. Classroom hygiene – hand sanitiser, disinfectant wipes, tissues and bin. To be used on entry and exit of classroom/workspace. 2. Wall mounted hand sanitiser throughout the school. 3. Hand sanitiser at Reception – to be used before and after signing in. 4. Face covering/masks should be worn by students and staff when in the canteen, corridors and internal communal spaces. Face covering/masks do not need to be worn when outside or when in year group bubbles. Face covering/masks must not be worn in lessons. 5. All Visitors and contractors to wear face coverings/masks. Reception and Facilities to have small supply of spare masks. 6. Contractors to sign in via the Facilities office. 7. Deliveries to Facilities office 8. Deliveries to be left outside as far as possible. 9. Site team to wear gloves when handling deliveries. 10. Contractor's risk assessments to be received and reviewed before allowed on site. 11. Visitors to be limited to only those who are necessary, virtual meetings to be used as much as possible. 12. Hand gel in school in bulk – smaller bottles to be refilled 13. Tissues to be available in every classroom, bin to be just inside classroom 14. Washing hands posters refreshed around the school and in all toilet areas. 15. Reminders how to wash hands properly – videos and posters 16. Safe use of face coverings posters and videos to be used. 17. 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. 18. Students must bring in own re-fillable drinks bottle – no cups to be supplied. If the student does not bring in a re-fillable bottle, they can buy bottled water from the vending machine. 19. Full school uniform should be worn – Government advice states '<i>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</i>' 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Identify hazard		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			

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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, hand rails and changing rooms will be cleaned throughout the day using disinfectant solutions and spray. 2. PPE – aprons and gloves will be worn by all cleaning staff as directed by Brayborne Ltd. 3. All cleaning staff will wear a face covering during the school day, after school cleaning staff are not required to wear a face mask as they will be able to adequately social distance. 4. Cleaning staff will be asked to work more daytime hours to allow increased cleaning. 5. All classrooms/offices will be cleaned regularly. 6. Cleaning service will be continually reviewed and refined. 7. Non fire doors will be held open during the day to reduce contamination. 8. Additional mag lock openers fitted to fire doors so that they can remain open. 9. Bins to be emptied regularly 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
13. Risk of infection due to infected cases arriving on site			
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. 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. Leaflet on actions to be taken if suspected/confirmed coronavirus case in the household. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906663/20203007_Easy_read_household_isolation_v3.1.pdf. 3. Any staff member who develops symptoms should self-isolate for 10 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 inform the Leadership team and follow the latest Government guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 4. Any student who develops symptoms at school should be isolated in the medical room and HO call home to collect. <ul style="list-style-type: none"> o 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. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by the local PHE team or NHS Test and Trace. 6. 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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection 7. 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. 8. The school has a small supply (10) of home testing kits that are available to families in exceptional circumstances. 9. Schools should ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> 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 10 days from the onset of their symptoms and then 			

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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 10-day period starts from the day when they first became ill. If 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.

- St Bart's will follow the WBC Outbreak Management Plan, which includes the Critical Incidence Team and PHE. These teams will manage the response to any known cases of Coronavirus amongst the school community. The CIT 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 Control Plan](#) 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 successfully 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. The Government advises that staff and students should avoid the use of public transport, where possible.
 15. All staff should wash their hands-on arrival at work.
 16. All visitors and contractors must wear a face covering/mask on site unless working outside.
 17. Visitors should be limited and face to face meetings avoided if possible.
 18. All visitors should have a pre-arranged appointment and asked to follow the [Covid-19 Visitor Procedures](#).
 19. All contractors must have a pre-arranged appointment and asked to follow the [Covid-19 Contractor Procedures](#).
 20. Deliveries should go to Faculties office for distanced receipt.
 21. 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](#).
 22. Screens installed at main Reception.
 23. Reception phone to be used by one person per day and wiped with disinfectant before and end of session.
 24. Visitor/staff sign in system to move to contactless as soon as technology allows (QR code/phone app)
 25. No internal hirers on site until guidance indicates this is safe to manage.
 26. All staff and students should follow quarantining advice on return from overseas trips <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

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

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
14. 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 successfully from home should do so to reduce the demand on office space. 2. Consider a rota system of office use to minimise cross over of staff. 3. Staff should use the same desk and 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 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 Wear a face covering/mask or visor. 11. Resources. Resources Procedures Annex. 12. Large meetings will not take place unless 2m distancing can be achieved. 13. Weekly 8.30 meetings to be temporarily suspended. 			
Mitigated risk level		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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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. We have implemented, as far as possible, 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 PHE officials to advise and manage any outbreak in School or within the local area. 			

Name of assessor	Signature of assessor	Date
Julie Shepherd	JES	4 September 2020

Name of Headteacher	Signature of Headteacher	Date
J Mortimore	JAM	

Chair of Governor's comments	C Colston 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 & 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 has been and 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.</p> <p>Last reviewed: 2.9.2020</p>	