



St John's C of E VA First School (157)

Risk Management - Assessment Report

Risk Area:	COVID-19		
Assessment Framework:	COVID-19: Step 4-School Opening September 2021		
Work Area or Activity:	COVID19		
Competent Person	Rosemary Conway		
Groups Affected:	All on site		
Notes:	This assessment replaces previous versions of the school re-opening risk assessment.		
Assessed on:	01/09/2021	Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
To be Reviewed on:	01/10/2021		

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Do you know where to locate your school's contingency plan? Reference to dealing with major incidents and updating your contingency plan can be found in the Burgundy Pack and provides useful links to public health contacts relating to coronavirus https://tinyurl.com/5umt9rkx	The Business Continuity Plan is stored on the network P drive. A paper copy is held in the grab bag in the administration office. The school follows the Somerset model outbreak management plan in addition to the Business Continuity Plan.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you updated your Business Continuity Plan to incorporate disruption due to coronavirus? A Business Continuity template can be found at https://tinyurl.com/5umt9rkx	The Business Continuity Plan will be updated during the autumn term 2021.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware of the DfE Coronavirus helpline should you have any queries regarding Covid-19 in schools or educational establishments? The contact number for this service is 0800 046 8687.	All members of SLT and the admin team are aware of the helpline and have the number displayed on notice boards.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware that Somerset has a Covid-19 advice page for schools and educational settings, located on the Support Services for Education website: https://tinyurl.com/44wk3njy	The Headteacher and Business Manager check this page regularly. It is noted that many documents on the page are out of date. In the absence of up to date documents, the helpline will be used for any queries.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Are you regularly reviewing and updating your risk assessments as circumstances within the school change and public health advice changes?	Risk assessments are reviewed regularly. This risk assessment will be reviewed monthly.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have active arrangements in place to monitor whether the controls in your risk assessments are effective and working as planned?	Controls are reviewed by the Headteacher and Business Manager in line with risk assessment reviews.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have plans in place if you are required to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups?	Bubbles would be reinstated by class, if required. Admin staff and other non-classroom based staff would form a bubble. Toilet and welfare areas would be allocated to different bubbles to reduce contacts. Staggered timetables would be used to minimise contacts between bubbles. Certain measures from previous systems will be maintained for non-COVID reasons, but will assist with bubble measures, if required; - One way system around the school when groups are moving - Staggered playtimes and use of the hall - Each child to have own stationery set	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you ensuring that pupils and staff are washing their hands regularly?	Regular hand washing or sanitising will be maintained at the following points; - when staff / children arrive in school - when eating - when moving between spaces on the school site	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have a sufficient supply of soap and/or hand sanitiser, paper towels etc?	The Business Manager and Finance Assistant have a stock control system in place and keep a high level of stock at all times.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you encourage the 'catch it, bin it, kill it' approach? E-bug resources are useful https://tinyurl.com/ubvfutk7	The school encourages the 'Catch it, bin it, kill it' approach and teaches children about the importance of good hygiene.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have an appropriate cleaning schedule? This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.	Enhanced cleaning is in place. In addition to the usual daily clean of all areas, cleaning of all toilet areas and touch points takes place during the day. If an individual shows symptoms of COVID19 in school, areas used by that individual will be cleaned after they have gone home.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you ensured that any mechanical ventilation only draws in/extracts fresh air which is circulated in a room?	Any mechanical ventilation only draws in / extracts fresh air.	Yes	Severity: 2 Likelihood: 2

			Risk Rating:	4
Is your mechanical ventilation adjusted to increase the ventilation rate?	This is not possible for the few units in the school.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4
Have you identified poorly ventilated areas in your school and taken steps to increase fresh air flow to these areas? This can include when holding events and areas where there is an increase in visitors, such as school plays.	Ventilation is generally good around the school. 1:1 room (lower ground floor). Staff instructed to use the mechanical ventilation and keep the door open to increase air flow. Nook area (first floor). Staff instructed to keep the staffroom door open to increase air flow. Co2 monitors will be used to identify areas of concern, once provided by DfE.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4
When increasing ventilation within a room setting, is the teaching environment still comfortable to teach/learn in?	It is not possible to have windows open and maintain a comfortable temperature in most classrooms during winter months. Ventilation is achieved through having doors open and opening windows when rooms are unoccupied. The school has highlighted this concern to the Diocese of Bath and Wells as an area for capital priority.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4
Have you opened windows and/or doors to increase air flow? This may include external doors, ensuring that they are not fire doors and considering school security.	Windows and doors on opposite sides of the room / building are opened to provide ventilation, when the outdoor temperature allows for a comfortable learning environment. During winter months, internal doors are kept open and windows are opened when rooms are unoccupied. This is in line with advice received from Somerset H&S team.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4
Are pupils, staff and other adults aware that they should not come into school if they show COVID symptoms or test positive? Public Health advice in these circumstances should be followed.	This message is given out regularly to staff and families, and displayed at entry points to the school.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4
Are you aware that whilst staff, pupils and visitors are no longer required to wear face coverings, individuals can still wear face coverings when in school if they wish to do so to protect themselves and others?	The school's policy on face coverings is that they are optional. Individuals will not be penalised in any way because they are or are not wearing a face covering. Staff will be made aware that face coverings may be required as part of the school's outbreak management plan.	Yes	Severity:	2
			Likelihood:	2
			Risk Rating:	4

	Staff will be encouraged to use face coverings when they cannot socially distance, if they have been identified as a close contact of a COVID19 case but are not required to self-isolate.		
Do you have procedures in place if a pupil/staff member develops symptoms during the school day?	<p>If a child develops symptoms;</p> <ul style="list-style-type: none"> - Classroom staff to notify the admin team. - Admin team to contact the child's parents / carers to arrange collection as soon as possible. - Classroom staff to isolate the child if a space is available, or distance them from the rest of the class if not. <p>If a staff member develops symptoms;</p> <ul style="list-style-type: none"> - Staff member to notify a member of SLT, so appropriate cover can be arranged. - Staff member to go home as soon as possible. <p>In all cases, the affect individual will be advised to seek a PCR test and notify the school of the result.</p> <p>All areas used by the individual will be cleaned as soon as possible.</p>	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have a dedicated room, which is well ventilated, where a pupil can rest whilst awaiting collection if showing COVID symptoms?	Interventions rooms will be used when free. If no dedicated space is available, the child will remain in their classroom, distanced from the rest of the class.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
If the pupil needs to be attended to whilst awaiting collection, are there adequate supplies of PPE for the supervising adult? e.g. aprons, face coverings, gloves.	Each classroom has a first aid pack, including suitable PPE for adults supervising pupils showing symptoms of COVID19 (face coverings, gloves, aprons).	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are there arrangements in place to clean the room after the pupil has been collected?	Spaces used by an individual showing symptoms of COVID19 will be cleaned after use. Cleaning materials are provided in each classroom for touch point cleaning. Deeper cleaning is undertaken by the school cleaner.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware that a pupil/member of staff should not be sent home via public transport, if they are showing COVID symptoms?	Any child sent home will be collected by an adult. Staff going home will be advised not to travel by public transport.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are there arrangements in place for staff to undertake lateral flow testing?	The school has a lateral flow testing programme in place. It is offered to all staff or contractors who regularly visit the school.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Are staff aware of the procedures to follow if a lateral flow test is positive? (i.e. self-isolation, free PCR tests)	All staff are instructed to self isolate immediately and inform the Headteacher and Business Manager of a positive result (including during evenings and weekends). They are also instructed to seek a confirmatory PCR test.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Does the school have a supply of in date PCR tests available? More guidance is available at https://www.gov.uk/government/publications/coronavirus-covid-19-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers	The school has a supply of 10 PCR tests. No use by date is displayed on the packaging.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are you aware of the procedures for school closures should you have an outbreak or are advised to school following guidance from the School's Covid helpline? Details for logging a school closure can be found here: https://tinyurl.com/2hsfj5sk	The Headteacher and Business Manager are both aware of how to report a school closure.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Is the school aware that there may be a small minority of Clinically Extremely Vulnerable (CEV) pupils who have been advised not to attend school and have arrangements been put in place for them? (and Individual Risk assessment may be appropriate in these circumstances).	There are currently no CEV children at the school. An individual risk assessment would be undertaken if a child were to become CEV.	Yes	Severity: 3 Likelihood: 1 Risk Rating: 3
Have you made key contractors aware of the school's control measures and ways of working?	This risk assessment is shared with the school's main contractors.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have arrangements in place to deliver remote learning for those pupils who are self-isolating or who have tested positive for COVID?	The school will use remote learning methods put in place in January 2021. This includes use of Seesaw, Tapestry, Zoom calls and paper copies of resources for those who need them. Laptops may be loaned to children without access to suitable devices at home.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do you have arrangements in place to work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education?	The SENDCO and class teachers will work with individual families and make reasonable adjustments, to ensure pupils with SEND can successfully access remote education.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do you have the correct measures in place, following government guidelines, if you are running school holiday clubs or wraparound care provision? https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak	The school follows the guidance issued by DfE	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Do you have support mechanisms in place for those pupils who have been affected by the pandemic? Extra support can be found at https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges	The school has a robust PSHE programme and uses the Jigsaw scheme to support this. It offers support to individuals through its ELSA and nature interventions. A school wide approach to wellbeing is taken.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you have support mechanisms in place for staff who may show signs of anxiety, stress or concerns raised by the pandemic?	The school has two trained mental health first aiders and will signpost staff to appropriate support services (e.g. Care First, GP)	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Have you explained to CEV staff the measures that have been put in place by the school to keep them safe? Further advice can be found at https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm and https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm	There are currently no CEV staff in school.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Have you undertaken a thorough risk assessment for any external visits? This should consider the impact of coronavirus on the visit, such as validity of insurance, Guidance for travel abroad/parts of the UK, quarantine arrangements, contingency arrangements, public health advice, pre-visit or checks with the provider etc. Further specialist advice can be found at https://oeapng.info/	Risk assessments are undertaken for all educational visits.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Rosemary Conway

Signed

Dated

Co-ordinator

Signed

Dated

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