

## Risk Management - Assessment Report

**Work Area or Activity:**

Re-opening schools Covid-19

**Risk Area:**

Management and Site Maintenance

**Assessment Framework:**

Re-Opening Schools - COVID-19

**Competent Person**

Kristien Carrington

**Assisted by:**

Jo Ledger

**Groups Affected:**

All staff/pupils/visitors

**Notes:**

This RA has been added to in preparation for Y6 pupils being on site next week and will be reviewed again on the Monday before Y6 pupils arrive.

Updated DfE guidance makes existing plans for inviting Y9 in during wb 13 July possible. Current plans for inviting children in as part of transition will be delayed by at least a week as further clarification of the latest guidance is sought ready for Trustee consideration.

This document also refers to the wider opening of the school to 25% of Y10 pupils on three occasions before the end of term and on one occasion for pupils in Y9.

This RA covers the provision at SJS of support for both vulnerable children and the children of key worker parents

This assessment is for the planned reopening of the school for the children of key workers, Y6 children and potential appointments with parents and pupils during the summer term 2020.

This is a review of an assessment carried out on 22/05/2020

This is a review of an assessment carried out on 29/05/2020

It was marked as 'nothing had changed' by Kristien Carrington on 30/05/2020

This is a review of an assessment carried out on 30/05/2020

This is a review of an assessment carried out on 30/05/2020

This is a review of an assessment carried out on 30/05/2020

This is a review of an assessment carried out on 08/06/2020

This is a review of an assessment carried out on 09/06/2020

This is a review of an assessment carried out on 12/06/2020

This is a review of an assessment carried out on 12/06/2020

This is a review of an assessment carried out on 17/06/2020

It was marked as 'nothing had changed' by Kristien Carrington on 01/07/2020

01/07/2020

06/07/2020

<b>Risk Rating:</b>	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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**Assessed on:**

**To be Reviewed on:**

What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
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Premises not checked to ensure it is safe to re-open.	Premises team have completed the re-opening checklist and all issues have been actioned. When pupils and staff are back on site the Premises team will regularly check that any work necessary won't impact on the sessions taking place with children.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up-to-date information for Staff	Regular staff updates provided	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of up-to-date information for students and parents/guardians	Regular updates sent to all parents/guardians and available on the school website	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Failure to maintain supervision levels if staffing levels drop.	Staff levels checked each day by SLT	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff who are identified as clinically vulnerable coming into contact with Coronavirus	Vulnerable staff working from home or kept on leave	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	Parents reminded to inform the school of any vulnerable students. Each assessed on a case-by-case basis	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	Assessed on a case-by-case basis and government guidance followed	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Member of staff displaying symptoms of Coronavirus	Staff reminded of the requirements to immediately isolate if displaying symptoms and advised to get tested. Area used by staff member to be thoroughly cleaned	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Student displaying symptoms of Coronavirus	Medical room set aside for affected student - and cleaned after use. Staff providing support provided with PPE. Area used by student thoroughly cleaned.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not observed in staff areas	Minimal number of staff to be on site at any given time with all plans for meetings with parents and pupils to minimise movement of staff around the site	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during home-to-school transport if transport is boarded directly from school premises?	Supervision provided at SJS with details of pupil conduct during journey checked with driver	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Social distancing not maintained at school gate or drop-off/pick-up point	Supervision provided at SJS, parents reminded of importance of social distancing	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Social distancing not maintained by students before school starts	Parents instructed not to allow pupils to attend before school starts. Pupils directed straight to LRC	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained in school corridors	Movement of pupils onsite to be kept to a minimum	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>

Social distancing not maintained during break-times and lunchtimes	Break and lunchtimes taken in groups to minimise mixing, supervision provided	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during meals	Break and lunchtimes taken in groups to minimise mixing, supervision provided	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Social distancing not maintained during physical activities (PE etc)	No activities will require contact or proximity. Any equipment used to be cleaned after each use. No sharing of equipment	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Moving and handling of furniture to facilitate social distancing	Site team to move furniture where required	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Storage of furniture or equipment removed from classrooms workspaces and other areas.	Unused classrooms used for extra storage space. All tables and chairs stacked safely	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Use of toilet facilities and lack of hand-washing facilities.	School has 6 hand basins for boys and 6 hand basins for girls across two toilet blocks within the main building. All will be provided with soap dispensers and will be checked daily. Hand dryers have been checked and all are working. Visiting the toilet will be controlled by staff and pupils only allowed to visit in strict isolation	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Over-use or mis-use of hand sanitiser	Hand sanitiser to be available and used under supervision, regular hand washing with soap and water to be encouraged	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Staff and students not washing hands frequently	Staff are advised to wash hands frequently and pupils will be directed to wash hands during all transitions	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from used tissues etc.	Bins with liners in each classroom used	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Disposal of potentially contaminated waste.	Bin liners double-bagged and stored for disposal	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing equipment	Equipment sharing discouraged as much as possible. Each classroom provided with blue roll paper and sterilising disinfectant to clean equipment and surfaces between usage	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Pupils to bring own water bottles. Sharing of personal possessions not permitted, disposable cups will be available if necessary.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	Frequently touched surfaces will be checked throughout the day and cleaned when necessary. A member of cleaning staff will be on site from 9am until 4pm each day.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	Toilets and sinks etc will be cleaned twice a day	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross-contamination from food served on premises	No food to be served on premises	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Cleaning team provided with PPE, no catering staff on site	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Visitors to the school site.	Only essential visitors will be permitted. Visitors required to hand-sanitise at reception	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Provision of first aid (including paediatric first aid where appropriate) support to students	Disposable gloves etc. available in first aid kit. At least 2 people qualified to provide first aid will be on site each day, on most days there will be more.	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care for students with specific care needs (support for toileting etc.)	Individual risk assessment and care plan reviewed and updated. PPE provided where required	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care for students with specific emotional or behavioural needs	Individual risk assessment and care plan reviewed and updated. PPE provided where required	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Evacuation procedures during reduced occupancy of the school	Fire assessment and evacuation procedures reviewed. Issue with reduced occupancy is the usual Fire Warden for any of the 12 areas may not be on site. Fire Warden responsibilities (e.g. checking the area has been evacuated) to rest with member of staff working in that area at the time.	Yes	Severity:5 Likelihood:1 <b>Risk Rating:5</b>
SJS staff having a limited knowledge of pupils from a variety of primary schools and vice versa increases anxiety for all under current circumstances.	Clear and detailed guidance about those pupils most likely to have issues shared with all staff with time provided for teachers working with these children to prepare their sessions carefully. Each session to be shorter than a typical lesson and an emphasis placed on engagement and fun over screening and testing. 1 to 1 provision for those pupils most in need to be provided by the Primary Schools where considered necessary so that a familiar adult is with the pupil.	Yes	Severity:1 Likelihood:1 <b>Risk Rating:1</b>

<p>Increased movement of people within and from without County increases risk of Covid transmission as lockdown restrictions are eased over the coming weekend.</p>	<p>All Primary Schools sending pupils to SJS from Tuesday 7 July to be contacted on Monday 6 July. This contact will confirm the situation as of wb 22 June where no cases or suspected cases of Covid 19 were reported or confirmed. If there are any suspected or confirmed cases reported by Primary Schools on Monday, the families of pupils from that school will be contacted to request they do not attend on their scheduled day and be advised to follow self isolation guidelines.</p>	<p>Yes</p>	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>
<p>A suspected or confirmed case of Covid is discovered following a pupil's transition day at SJS.</p>	<p>The 25 % of the year group on site during each day of transition will be further divided into 3 'pods' of no more than 10 pupils. Pupils will remain in these pods for each session throughout the day. In the event of a suspected or confirmed case of any pupil from any pod subsequent to the visit, the schools represented by the pupils within that pod will be contacted and advised to communicate the necessary self isolation guidance to their families.</p>	<p>Yes</p>	<p>Severity:1 Likelihood:1 <b>Risk Rating:1</b></p>

Kristien Carrington                      Signed .....                                              Dated .....

Co-ordinator                                      Signed .....                                              Dated .....

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