



St Bernadette's
Catholic Primary School

Doing our best for God

COVID 19 RISK ASSESSMENT.

REVIEW post IMPLEMENTATION NEW GUIDELINES

24th MAY 2021.

Issue 9

1st June 2021.

(NOTE – THIS DOCUMENT HAS BEEN COMPILED IN
ACCORDANCE WITH DEPARTMENT for
EDUCATION GUIDELINES).

DOCUMENT AUTHORITY**(REFERS TO THIS ISSUE/AMENDMENT SERIES ONLY).**

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AMENDMENT RECORD.**NOTE ANY NEW DATA ADDED WITH AMENDED HIGHLIGHTED THUS.**

ISSUE	CHANGE	DATE	APPROVED
1	First Issue.	21 May 20	AS
2	Amends by HT prior to issue to staff.	29 th May 20	AS
3	Inclusion of virus symptoms-guidance for staff.	2 nd June 20	AS
4	Review inc. Return to School post testing.	2 nd July 20	AS
5.1	Revised assessment prior to Autumn Term 2020	14 th July 2020	AS
6	Revised assessment - returning to school	11 th Nov 20	AS
6.1	Inclusion of use of Supply Staff.	24 th Nov 20	AS
7	Review with Covid "new Strain" & Lockdown	17 th Jan 21	AS
8	Review prior to full return of pupils-8 th March 2021	01 st March 21	AS
9	Review since new guidelines issued 24 th May 2021..	01 st June 2021	AS

SCHEDULED DATE OF IMPLEMENTATION.**7th June 2021.****LIST OF SERVICE PROVIDERS AFFECTED BY THIS CHANGE.**

1	St. Bernadette's Catholic Primary School. Devonshire Rd. Bispham.
2	

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REGULATORY REQUIREMENTS

1. This risk assessment is composed following the Prime Ministers announcement regarding the next stage of Covid-19 management, schools have been instructed via the DfE that "from the 17th May 2021 face coverings will no longer be recommended for classrooms, or in communal areas within all schools. Face coverings for all staff are no longer recommended in classrooms". NOTE: "In all schools it is still recommended that that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)". There are exemptions to these rules and full guidance is given in the links below. New guidelines have been issued including review of the school risk assessment.
2. A link to the DfE "Schools Coronavirus (Covid 19) Operational Guidance" (24th May 2021):
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>
3. The above information was published during May 2021. It is not the purpose of this assessment to reproduce the full details of the HMG guidelines here but the requirements shall be implemented accordingly to ensure the safety of the pupils and staff at St. Bernadette's Catholic Primary School, Bispham, Blackpool.
4. The DfE has, with the assistance of "SAGE" has carried out a detailed study of the potential effects of the further "Return-to-Normal" opening and education to our children (23rd May 2021). The full explanatory notes on the study (effectively a summary of the study) can be found using the link below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/920889/Department_for_Education_explanatory_note_on_SAGE_modelling.pdf
5. Briefly, the concern has been the increased number of children, parents and carers within the school environment has a numerical increase in person-person contact with the obvious increased risk of coronavirus transmission.
6. The full study can be found:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886994/s0257-sage-sub-group-modelling-behavioural-science-relaxing-school-closures-sage30.pdf
7. This study examines a number of scenarios and then considers the potential impacts upon children, parents (and carers) and staff. There are no specific conclusions but, the need to continue the recommended measures to protect everyone within the school premises and to continue to educate everyone that the risks from Covid have not yet disappeared.
8. Section 17 The Children Act 1989 has been included in the assessment to ensure the safety and wellbeing of vulnerable pupils who attend the school.

9. Blackpool Borough Council Health and Safety requirements.
10. Further documents are referenced directly through the link reproduced above (Para 2.).
11. Since the initial issue (1) of this assessment (21st May 2020) there have been a number of changes to policy and procedure issued by the government via the DfE and Public Health England due, primarily, to the lack of experience of managing a pandemic affecting the UK across all areas and age groups. Accordingly, this assessment shall be reviewed on a regular basis to ensure it remains valid, effective and reflects the current situation at St. Bernadette's school.

1. EXECUTIVE SUMMARY.

- 1.1 There has been a pandemic spread of a virus, Covid 19/Coronavirus throughout the world which was identified to have arrived in the UK early March 2020 by HM Government. The virus is extremely contagious and can be fatal. To reduce the potential to overwhelm the National Health Service capability to respond to the illnesses caused by the virus the government implemented a "lockdown" of the country. Since the commencement of the coronavirus vaccination program (started early January 2021) the government has considered the emerging statistical evidence and decided to return all children (except those described in para 1 of the regulatory requirements-page 4 above).
- 1.2 Along with the vaccination program there has been a considerable increase in testing capacity with the full introduction of "Lateral Flow Testing." This enables staff to be tested with relative ease at school twice per week and the results available after 30 minutes. Subsequently, this has enabled the senior management team to maintain a more accurate assessment of the local threat of virus infection and spread.
- 1.3 The purpose of this assessment is to examine the local issues pertinent to St. Bernadette's School Bispham in accordance with the DfE guidelines issued to school senior leadership.
- 1.4 Each of the items to be considered, as listed in the DfE guidelines are tabulated in the assessment included below (page 20 onwards). The format of the assessment is described and is the standard assessment as issued by Blackpool Borough Council.
- 1.5 It is important to note that risk assessments are normally compiled using a matrix which provides a numerical value for "Likelihood" and "Severity" thereby permitting a level of risk to be calculated. Once the risk has been calculated the senior management team decide whether the risk is acceptable, or if not, whether the risk can be managed to a level which is "As Low As Reasonably Practicable" (ALARP).
- 1.6 In this particular situation the hazard is well known, being the potential to infect pupils and staff at the school with the virus and thereby causing spread to the families of those related and then further onward spread. The severity CAN lead to death. The government has published regular statistical evidence regarding the numbers of newly infected individuals and the number of fatalities. There is however no guidance data available for this assessment to permit accurate determination of the likelihood of spread or cross-infection. With the introduction of twice-weekly lateral flow testing of staff (March 2021) it is hoped that a more accurate assessment of infection and spread will follow.
- 1.7 These guidelines and the implementation of the management plans produced shall be reviewed regularly, as the situation develops, and if necessary, changed if plans are deemed inadequate or unworkable in practice.
- 1.8 In accordance with paragraph 1.7 above, further guidance has been issued by HMG/ D f E in **May** 2021. (See paragraph 1 above page 4 "Regulatory Requirements").
- 1.9 With the continued spread of the virus consideration has to be made regarding the safe integration of "supply" staff who cover for absent permanent members of staff. There is no specific guidance available from the DfE but local guidance has been formulated in this document to provide an element of management into this requirement. In general, supply staff shall only be employed when all other alternatives have proven impractical.

2. ASSESSMENT GENERAL GUIDELINES.

ALL STAFF:

BASIC PRINCIPLES:

2.1 The overarching intention of this assessment and management plan is to ensure the safety of our children and fellow staff members. We cannot provide detailed instructions covering every single event that will occur in your day-to-day activity teaching children therefore, please remember the basic requirement to maintain a safe distance between individuals if at all possible and if you believe there is a better way to operate within these constraints let the senior management team and your colleagues know immediately.

2.2 Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing Head of school) and access a test as soon as possible. PCR testing is available at:

Online booking:

<https://www.gov.uk/get-coronavirus-test>

This enables anyone to order a test kit to be sent to their home, or provides details for booking a test at a drive-through or walk in venue.

Telephone Booking:

Booking delivery of a test kit or for a walk-in/drive-through test use the 119 helpline.

Voluntary testing (Lateral Flow Device - LFD) of staff will take place twice a week within the school. Pupils will not be tested.

ISOLATION RULES FOR PERSONS TESTING POSITIVE FOR COVID-19 (as per guidelines issued Jan 21).

2.3 Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th) your isolation period ends at 23:59 hrs on the 25th.

2.4 A positive LFD test result also means you must complete 10 days isolation, unless this is followed by a PCR test and the result is negative. NOTE:

LFD-Lateral Flow Device test. Quick & easy but not as reliable as the PCR test. If you obtain a +ve result from an LFD test you should have a PCR test within 48 hours of the LFD test.

PCR-Polymerase Chain Reaction test. More reliable than LFD but requires laboratory processing for the result. (See above regarding arranging a PCR test).

- 2.5 You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia (complete loss of smell), which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.
- 2.6 If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset.
- 2.7 Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.

Further information regarding isolation see the government guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

SUPPLY TEACHING STAFF.

- 2.8 Full-time members of teaching staff may, due to the infectious nature of covid-19, need to self-isolate for the reasons stated in this document. A 10 day absence can be and is very disruptive to the children being taught. Therefore, there is a possibility that supply teachers may be required.
- 2.9 To enable the supply staff to integrate effectively they must be fully briefed before actually starting their teaching duties of the management processes that are in place at St. Bernadette's school during the pandemic.
- 2.10 This brief should take place with a senior member of staff who will ensure that the new supply staff member receives a copy of this document and "walks-through" the areas of the school that they will be working.
- 2.11 With the pandemic being a number of months in progress supply staff will have experience of the basic principles that are in force for the general public to limit virus spread and indeed, may have experience in other schools.
- 2.12 Existing members of staff at school should be advised of the new supply teacher, where they are teaching and the need to provide advice regarding the finer details of working in school with the risks associated with the virus.
- 2.13 Should the SMT believe that parents and carers may be concerned that a new member of staff is in school and therefore perceive that the risk of infection has increased every effort must be made to ensure that they are made aware of the management of this situation and the very low risk associated.

Essential Measures to limit Spread.

- 2.14 Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

- 2.15 Use the 'catch it, bin it, kill it' approach.
- 2.16 Avoid touching your mouth, nose and eyes.
- 2.17 Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- 2.18 Think about ways to modify your teaching/supporting children so you are able to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 2.19 Years 3 – 6 will have desks facing forward and staff will be instructed to keep a 2m distance. This will be reviewed when the children return.
- 2.20 Reception and Year 1/2 will continue with the arrangements already in place.
- 2.21 Consider avoiding going near children to check on their work if not necessary.
- 2.22 Help your group bubble to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including following the Risk controls described in the assessment below.
- 2.23 Prevent year bubble from sharing equipment and resources (like stationery).
- 2.24 Keep your classroom door and windows open if possible, for air flow.
- 2.25 Limit the number of children from using the toilet at any one time – 1 in 1 out of the cloakroom in Years 1, 2, 3, 4, 5, 6 and Reception where the children will be based. Within the after school building the same principle applies.
- 2.26 Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- 2.27 Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.
- 2.28 Staff should be fully familiar with the NHS "Test & Trace" process.

Corona Virus (COVID 19) Symptoms.

- 2.29 If you should be in doubt regarding the wellbeing of one of our children the general guidelines issued by Public Health England are:

3 MAIN SYMPTOMS.

HIGH TEMPERATURE.

- 2.30 Normal body temperature is 36.4°C. If you have a thermometer check to see if the temperature is raised. Similarly, is the child "hot to touch on the chest or back?"

NEW, CONTINUOUS COUGH.

- 2.31 Coughing a lot more than an hour, or 3 or more coughing episodes in 24 hours. If the child already has a cough it may be worse than usual.

LOSS OR CHANGE TO THE SENSE OF SMELL (anosmia) OR TASTE.

- 2.32 The child notices that they cannot smell or taste anything, or things smell or taste different to normal.

2.33 If you believe that a child, or one of the staff at school has any of these symptoms please isolate the individual as per the instructions given above - Page 7 and page 17 below).

- 2.34 Further information is available on the PHE web-site: Coronavirus (COVID 19) for health and social care settings, other non-clinical settings, and for the general public.

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Timetable for Day

- 2.35 Class groups should have staggered break times and lunch times.

- 2.36 Agreed:

- a) **Staggered Parents handover and initial hygiene routine and registration;**
- b) **Hygiene routines regularly observed within each bubble;**
- c) **Pick up: staggered between 8.45 – 3.20**

- 2.37 Staggered drop off and pick up times will continue.

- 2.38 Stagger break times - social distancing to be encouraged at all times.

- 2.39 Areas to be zoned off - large play equipment area, MUGA and grass areas.

Lunchtimes:

- 2.40 From November, there will be more hot lunch choice. All classes will eat in the hall. We have a system in place whereby all parents can choose their children's lunches and book on line for the lunch.

- 2.41 If outside, children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own year bubble;

- 2.42 Staff on staggered rota to stay with their year bubble ;

- 2.43 Each year bubble will have their own First Aid resources.

NOTE:

- a) Mrs Satterthwaite will oversee lunch times where necessary.

Movement- Children:

- 2.44 Children are not to access their year bubble from any other area other than from outside the classroom.
- 2.45 Classroom spaces to have teacher only zones.

Movement- Staff:

- 2.46 The staff room will continue to be split into two – small hall with re-arranged furniture.
- 2.47 Kitchen facilities available in small hall.
- 2.48 2m areas will be marked to assist in providing adequate spacing for staff to socialise.
- 2.49 Staff should stay in their designated areas as much as possible.

Movement- Parents/Carers

- 2.50 Parents/Carers should not enter the school building under any circumstances unless appointment has been arranged. Masks should be worn where social distancing is not possible.
- 2.51 All correspondence should via telephone and email.
- 2.52 If a child is being picked up for re- appointment or due to illness, they will be picked up from the back of the building: the- PPA room;
- 2.53 Markings will be provided on the ground and around the school for drop offs and pickups to adhere to the 2m distance for adults
- 2.54 Advised that only one parent/carer should drop off and collect children.
- 2.55 Spots/lines indicating the positions for parents/carers to stand on and wait that are 2m apart are provided – Site supervisor/Head teacher will monitor the lines so they are clear at all times.
- 2.56 A “No-go zone” (No-go for parents/carers) for staff to stand in and release pupils will be provided.
- 2.57 Year 4 will be brought onto the staff car park (on pavement outside year 5 classroom - SMT to safeguard area no cars will enter) to line up ready to enter premises. This is to lessen congestion outside at the back of school where the pavements are narrower than at the front of school – entrance. Mrs Wells will now be stationed outside, at the back of school, at the end of the school day to help monitor social distancing and traffic control.

- 2.58 Montgomery High school contacted to ask if their children could walk to and from school, on the opposite side of the road, to reduce congestion – this has been kindly acknowledged.
- 2.59 The local police have been contacted to support with traffic control at the back of school - they have been regularly monitoring the situation and talking to parent's re- safety. Blackpool Borough Marshalls were present 2 weeks before Lockdown who reported that our systems and procedures were safe, clear and very well organised. They will be available if we need any more support.
- 2.60 Further correspondence has been sent to all parents reminding them to please adhere to the rules so our school community can stay safe.

Working Hours

- 2.61 Staff should not enter the building before 7.30 am and should exit by 5.00 pm where possible; SMT may stay later.
- 2.62 PS in before staff to clean and after children have left.
- 2.63 HD to alter hours to come in to cover midday cleaning.

Breakfast and after-school clubs. 2 members of staff up to 24 children – in the school not in the OSKCERS building.

- 2.64 There will be breakfast and afterschool clubs but the groups will not mix.
- 2.65 Example: whoever attends the clubs will be kept in their Year bubble, within the school hall, and the large dining hall tables will be used.
- 2.66 The children will be taken outside to play in their year bubble. There will be a strict number ratio - 24.
- 2.67 The children will access the clubs from the back entrance.
- 2.68 Staff will collect the children from the entrance and take them to the school hall. This also applies on returning the children to their parents.
- 2.69 There will be a set staggered time for arrival and returning:

7.30 am – 7.45 am
5.15 am – 5.30 pm

Premises checks

Cold water systems:

- 2.70 Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use.

Domestic hot water services:

- 2.71 Hot water generation servicing to continue in line with manufacturers' criteria.
- 2.72 Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.
- 2.73 Regularly check hot water generation for functionality and if required, temperature recording.
- 2.74 If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out.

Gas safety

- 2.75 Do not isolate gas supplies to boilers and hot water generators.
- 2.76 To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies to other appliances where not in use.
- 2.77 Continue planned gas safety checks including gas detection/interlocking Fire safety.
- 2.78 Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated.
- 2.79 Carry out weekly checks of alarms systems, call points, and emergency lighting.
- 2.80 Carry out regular hazard spotting to identify escape route obstructions.
- 2.81 Check that all fire doors are operational. Fire drills should continue to be held as normal.

Kitchen equipment - Equipment that holds water, for example dishwasher:

- 2.82 Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.

Security.

- 2.83 All areas of the school to be kept secure; Access to certain closed areas should only be possible by relevant staff – for example office, staff room etc.
- 2.84 Check that access control and lockdown systems are operational.

Ventilation.

- 2.85 All systems to remain energised in normal operating mode
- 2.86 Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off.

- 2.87 Where possible, occupied room windows should be open.
- 2.88 Ventilation to chemical stores should remain operational.

Other points to consider:

- 2.89 Core building-related electrical systems, including internal and external lighting, small power to remain in use/energised in normal operating mode.
- 2.90 For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building
- 2.91 Update your keyholder information.
- 2.92 Intruder alarm/fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers.
- 2.93 Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance:

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/work-equipment.htm>

Toilet Facilities:

- 2.94 Pupils should only enter one at a time into toilets
- 2.95 Different year bubble pupils do not mix in the toilets.
- 2.96 One adult should accompany pupil to toilet to support management of hand washing where necessary and ensure cross over to other year bubbles does not occur.
- 2.97 Caretaker and cleaner- PS and HD to check soap supply is adequate. Outside washing facilities now purchased and in place. This has supported with quicker procedures during handwashing.

First Aid:

- 2.98 PPE should be worn (gloves, apron and masks) when dealing with a first aid incident. DD to organise so adequate First aid is available. Those using PPE must be conversant with method to remove PPE once contaminated and aware of the PPE waste disposal process (see item 81 below).
- 2.99 Individual staff (with first aid online training) should administer basic first aid in the first instance.
- 2.100 Serious injuries should be seen by a fully trained first aider – see list
- 2.101 Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to be taken to the PPA room to exit through the staffroom back door.

2.102 All soiled articles to be double black bagged and stored outside back door. PS alerted to area.

2.103 No child to be sent home from school unaccompanied.

Cleaning: (NOTE: any use of detergents or other agents subject to COSHH regulations).

2.104 Toilets will be deep cleaned at the end of each day.

2.105 Toilets will be sprayed/cleaned by HD during the lunch period and afterschool with suitable cleaning detergent.

2.106 Tables and contact points must be cleaned regularly – cleaning resources will be in each year bubble area.

2.107 Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.

2.108 No toys to be brought from home.

2.109 Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over.

2.110 Laptops should be wiped several times daily and between use. If possible, avoid children sharing laptops. Contact points should be cleaned by cleaners at least once daily, including taps, toilet flush handles, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.

2.111 Bins must be emptied before they are full and at least once daily – and double bagged.

NOTE: Cleaning staff to wear long gloves.

2.112 Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink.

2.113 Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.

2.114 Parents have been informed of all the new rules, by letter from the LEA and the Headteacher dated the 11th January 2021, and all documents are on the school website. Staff have been informed of the new lockdown rules.

Classrooms

2.115 **Reception:** Malleable resources, such as play dough can be shared but strict hygiene rules should apply.

- 2.116 **Reception:** Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers).
- 2.117 **Reception:** Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.
- 2.118 **Infants and Juniors:** Tables should be wiped regularly.
- 2.119 **Infants and Juniors:** Staff should have a spray bottle and cloth (disposable) in each bubble and in other communal areas
- 2.120 Any objects the children touch should be disinfected once use has finished.
- 2.121 Children can share class resources but where possible, children should have their own resources.

CONTROL of CROSS-INFECTION:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, that they do not attend school;
- 2) Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered;
- 3) Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;
- 4) Cleaning frequently touched surfaces often using standard products, such as detergents and bleach;
- 5) Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaks).

6) Social Distancing:

- a) Physical contact such as handshakes and hugs must be avoided between staff;
- b) Staff/all adult on site should endeavour to stay 2m apart. Staff to stay 2m apart from children
- c) Strict adherence to this policy will be monitored.
- d) Outside sinks have been fitted so children are able to wash their hands quickly and efficiently – saving on loss of teaching time.

7) Communication to and from Parents:

- a) Essential correspondence will be sent out via letter.
- b) Any forms or messages from parents should be emailed to the school office email or by telephone.
- c) Communicate methods of entry and exit to the school grounds.

8) Procedures for Medical Care, Isolation and Confirmed Cases:

- a) Use PPA room if symptoms are apparent to isolate the child. NOTE: If possible, ensure the door to the PPA room is closed and the window open to provide ventilation. If the child in isolation requires the toilet use a separate bathroom (if available). Once used, the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- b) If staff members assisting the child cannot maintain 2 metres distance from him/her PPE must be worn.
- c) Staff or children that have been in contact with a child who is believed to be infected must wash their hands thoroughly before recommencing school activities.
- d) Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 10 days.
- e) All staff who display symptoms should access a test provided by the appropriate health care professional.
- f) If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.
- g) If any children or staff test positive, the rest of their bubble should be sent home and advised to isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.
- h) Thermometers have been purchased but advice is that we do not need to check children on entry.
REMEMBER: as per normal school policy, if someone is seriously ill, injured or their life is in danger call 999.

9) Procedures for those sent home who show Coronavirus Symptoms. (inc NHS "Test & Trace")

Children, parents, carers and staff who develop the virus symptoms should:

- a) Follow the “stay at home: guidance for households with possible or confirmed Coronavirus (Covid-19) infection” details available of the D f E and/or NHS websites.-
- b) Isolate for at least 10 days;
Arrange for a virus test. Book a test through the NHS web-site or, no internet is available contact via the NHS 119 contact number or at one of the “walk through” testing sites (see page 6 above).
- c) Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Further information is available on the internet – NHS Test & Trace: if you have been in contact with a person who has coronavirus & NHS Test & Trace: if you are contacted after testing positive for coronavirus.

10) Return to School – Those Pupils Testing Positive.

- a) Those children who have shown the symptoms for Coronavirus/Covid are required to have a test to confirm (or otherwise) the presence of infection (the quickest means of being tested is listed on page 6 of this document).
- b) Prior to a pupil with confirmed infection returns to school:
 - i. The required 10 day period of isolation must be observed, remaining at home;
 - ii. The pupil must continue to be “symptom free” prior to return.

11) Return to School – Those Pupils Believed to be Infected BUT Subsequent Testing indicates that the child is Virus Free (Test Negative).

- a) To permit a child to return to school who has shown the symptoms of the virus at school, gone home but has been formally tested and shown to be virus free:
 - i. The pupil must be symptom free;

NOTE 1: If there is any doubt regarding the health of a pupil and there is a belief that she/he may be infected with Coronavirus/Covid 19 the parents/carer of the child must be informed and they must return home as per Section “Control of Cross Infection” paragraphs 9 & 10 above.

NOTE 2: As the testing, tracking, tracing process is refined the best form of testing for anyone believed to be affected by Coronavirus is the PCR test which is both more reliable statistically to demonstrate the presence (or otherwise) of the virus, but also, indicates whether the patient has previously had the virus and has developed immunity.

12) Visitors:

- a) Any visitors who are teaching individual bubble groups must keep to the strict health and safety procedures in place. PE support staff (Blackpool FT) have their own risk assessment linked in with St Bernadette’s – kept in the office

- b) Parents should not enter the school building under any circumstances. Any communication should be carried out via email or telephone call.

13) Shielding and Clinically Vulnerable Children and Adults:

- a) Clinically extremely vulnerable pupils (those with pre-existing medical conditions) should not enter school and should remain at home – see separate list.
- b) Clinically extremely vulnerable individuals are advised not to work outside the home.
- c) For further details see following link:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- a) Clinically extremely vulnerable pupils (those with pre-existing medical conditions) should have returned to their school or other educational setting.
- b) The current government advice is that clinically extremely vulnerable individuals can attend the workplace if they cannot work from home.
- c) For further details see following link:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

- d) If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting – NOTE: there is a separate risk assessment for pregnant staff

LIST OF AVAILABLE STAFF TO WORK DURING THIS PERIOD:

Reception -	Mrs Dowling/Mrs Maddox
Year 1 –	Mrs White/Mrs Mullen
Year 2 –	Miss Scarlett/Mrs Blackwell/Mrs Barnes
Year 3 –	Mr Hopkinson/ Mrs. Brown/Mrs. Freitas
Year 4 -	Mrs Atkinson/Mrs Dale/Mrs Huggart
Year 5 –	Mrs Pearson/Mrs Freitas
Year 6 –	Miss Greenhalgh/Mrs Pinder.
Office Staff	Mrs. Wells/Mrs Morris
Head Teacher	Mrs. Satterthwaite.
DSL/FSW	Mrs. Duke.
PPA	Mrs Salisbury/Mrs Topping
ICT Tech	Mr. Smith.
Parish Priest	Father Peter
Cleaning Team	Mr. Silcock/Mrs. H. Day.

3 ASSESSMENT



RISK RATING MATRIX

I have used H M L not numbers but obviously it can be changed

1. **Hazard**

Something with the potential to cause to harm (e.g. substances, machines, methods of work)

2. **Risk**

The chance that harm will result from a particular hazard under typical working conditions.

Assessment of Risk

Any assessment of risk must take into account two factors: -

- (i) The Likelihood of the hazard occurring
- (ii) The Severity of the consequences when it does

The multiplication of these two factors provides a simple means for evaluating the degree of risk.

$$\text{Assessed Risk} = \text{Likelihood} \times \text{Severity}$$

This concept has been incorporated into a matrix and assigned either descriptive or numerical values.

LIKELIHOOD	SEVERITY		
	Slight Harmful (1)	Moderately Harmful (2)	Extremely Harmful (3)
High Unlikely (1)	Trivial Risk $1 \times 1 = (1)$	Acceptable Risk $1 \times 2 = (2)$	Moderate Risk $1 \times 3 = (3)$
Unlikely (2)	Acceptable Risk $2 \times 1 = (2)$	Moderate Risk $2 \times 2 = (4)$	Substantial Risk $2 \times 3 = (6)$
Likely (3)	Moderate Risk $3 \times 1 = (3)$	Substantial Risk $3 \times 2 = (6)$	Intolerable Risk $3 \times 3 = (9)$

Multiplication of a 'Likelihood' with a 'Severity' will produce a Risk Rating with a total of six possibilities combinations. In this way risks can be assessed either by description (Trivial, Substantial etc.) or allocated numerical values (1 – 9).

This method is subjective but it does give weight to the factors involved and generates easily understood risk assessment outcomes.



RISK ASSESSMENT

DIRECTORATE: EDUCATION **ASSESSED BY:** Alexis Satterthwaite & SMT.
SECTION: St. Bernadettes School Bispham. **DATE:** 1st June 2021
TASK/JOB: Covid 19 Phased Return to School. **LOCATION:** St. Bernadette's School Premises.

HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Cross-infection of coronavirus: General.	Ill-health, various symptoms including possibility of death. Communication of virus to others.	Pupils.	Implementation of Dept. for Education Covid 19/Coronavirus guidelines. PLUS: <ul style="list-style-type: none"> ▪ All children will return to school 8th March 2021. ▪ Each year group effectively becomes a separate bubble group. Staff are assigned to that year bubbles. ▪ Children should not mix with other year bubbles. ▪ Where possible, staff should not mix with other bubbles and if they do so, strict 2m. distancing should be applied. ▪ Playtimes and lunch times should be staggered. ▪ The two staff rooms already in place will continue. ▪ There will be no assemblies. – However Mrs Satterthwaite will conduct bubble assemblies (2 bubbles socially distancing at all times ▪ Each year group will manage their own collective worship. ▪ Father Peter will celebrate a class mass each week. He will keep a 2m. distance from all staff and children. 	2	1	2	<ul style="list-style-type: none"> ▪ Children who do not follow strict rules will be given a warning, if warning is not adhered to then a consequence will be given. If they continue to disobey the strict rules on social distancing and or hygiene routines, then a member of the SMT may ring parents and that pupil may be sent home. ▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. ▪ Behaviour policy appendix - updated. ▪ As much assistance/monitoring of supply staff shall be given, especially during the first few days of employment. ▪ Should supply staff be needed in the coming months those members of the supply “pool” that have previous

<p>Cross-infection of coronavirus: General. (Continued).</p>	<p>Ill-health, various symptoms including possibility of death. Communication of virus to others.</p>	<p>Pupils.</p>	<ul style="list-style-type: none"> ▪ Supply staff shall be comprehensively briefed regarding local (school) control measures to reduce virus spread. ▪ Supply staff shall be “walked-through” the areas that they will be using and other members of staff informed of the new staff member. 			<p>experience of St. Bernadette’s school (during the pandemic) should be given preference.</p> <ul style="list-style-type: none"> ▪ School staff shall have twice weekly LFD testing (voluntary) to check for infection. ▪ PCR testing now available to everyone via on-line booking or 119. ▪ Increased numbers of adults undergoing covid vaccination.
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RISK ASSESSMENT

DIRECTORATE: EDUCATION **ASSESSED BY:** Alexis Satterthwaite & SMT.
SECTION: St. Bernadettes School Bispham. **DATE:** 1st June 2021
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HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Cross-infection of coronavirus: School Building Layout.	Ill-health, various symptoms including possibility of death. Communication of virus to others.	Pupils, staff, parents, siblings & others in contact.	Implementation of Dept. for Education Covid 19/Coronavirus guidelines. PLUS: <ul style="list-style-type: none"> ▪ There will be no distance between tables as per government guidelines. ▪ Two children per table. ▪ Each child will have their own zip wallets to keep personal items and resources to be used during the day – Reception/Years 1/2 have now reverted back to the school procedures. ▪ Shared items within the class will be sanitised each night. ▪ Teachers should stay 2m. distance from other colleagues and children. ▪ Corridors to be marked with masking tape where appropriate ▪ Door closers to be removed and doors to be wedged open if this is deemed possible throughout the day ▪ Cloak rooms will be item free where at all possible. 	2	2	4	<ul style="list-style-type: none"> ▪ Confirm that staff are fully aware of fire regulations with the school requiring extra ventilation during this containment of virus spread. <p style="text-align: center;">Signage</p> <ul style="list-style-type: none"> ▪ Ensure that hand sanitiser station posters and ensure toilets have washing hands posters. <p style="text-align: center;">Isolation Room- PPA Room at the back of the staffroom</p> <ul style="list-style-type: none"> ▪ Remove all non-essential items in the isolation room. ▪ To provide outside equipment for each year bubble that can be used and cleaned each night. ▪ With the recent building work to classrooms Years 3,4,5 & 6 risk of cross-infection has been reduced due to access corridors now in use.

			<ul style="list-style-type: none"> ▪ Children should not bring other bags or personal items from home. ▪ Coats to be hung on the back of chairs or in the divided cloakrooms. ▪ Doors to be propped open where it is safe to do so (bearing in mind fire safety and safeguarding) to limit use of door handles and to aid ventilation. ▪ Only a water bottle and coat will be required with a lunch box if necessary – disposable lunch bags if possible - No rucksacks or book bags. ▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible. Year Reception from outside entrance, Year 1 and 2 classrooms can be accessed from outside. Year 3 and 4 classrooms can be accessed from outside doors. ▪ Wedges to be used to keep doors open (be aware of fire regulations and fire containment). <p style="text-align: center;">Classroom Spaces</p> <p style="text-align: center;">Reception classroom in and out spaces used – gate from the MUGA used</p> <ul style="list-style-type: none"> ▪ Years 1 and 2 classroom – their doors used for Year 1 and 2 intake ▪ Years 3, 4 classroom - their doors and side entrance used for intake ▪ Years 5/6 classroom – their doors to be used for entrance to their classrooms. ▪ The library area will be used for one to one work/group work with support staff ▪ The sunshine room – off the hall will be used for one-one support 				
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			<ul style="list-style-type: none"> ▪ The small hall will be used for delivering medication to two children <p style="text-align: center;">Outdoor Space</p> <ul style="list-style-type: none"> ▪ Areas outside to be used for staggered breaks ▪ Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible. ▪ Outdoor equipment – one year bubble could use this at a time and then PS will spray disinfect it every night so other year bubble can use on a rota. ▪ Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside. 				<p>Separate risk assessment completed for these two children/staff</p> <ul style="list-style-type: none"> • Sinks now provided outside to improve hand cleanliness and reduce risk of cross-contamination being brought into school.
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RISK ASSESSMENT

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HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Cross-infection of coronavirus: General.	Ill-health, various symptoms including possibility of death. Communication of virus to others.	Staff.	Implementation of Dept. for Education Covid 19/Coronavirus guidelines. PLUS: <ul style="list-style-type: none"> ▪ Daily/Weekly risk assessment via internal office form to SMT ▪ Staffing rota to ensure only vital staff are present in school. ▪ Peripatetic teachers are allowed in school - including Father Peter to work with children ▪ To keep to a minimum people gathering in the office so that the 2m. distance can be adhered to. ▪ Staff assigned to their year bubbles remain the same for the duration of the term or teaching timetable. ▪ PPA teachers can cross over year bubbles but must adhere to the strict guidelines. ▪ Entire staff to be split as below. ▪ One teacher and one TA in Year Reception and Year 1. One teacher and one TA plus a one-to-one support TA in Year 2. One teacher and one part-time TA in Years 3 & 4 (there will be another part- 	2	2	4	<ul style="list-style-type: none"> ▪ Same for the duration of the term or teaching timetable. ▪ PPA cover will be covered by outside specialist for PE and two part-time PPA teachers - 3 staff ▪ Staff briefings will also help gather staff together to share concerns and the weekly teacher and support staff meetings – staff wellbeing. Additional support has been provided by Blackpool Council and Father Peter is on hand to support pastorally with Mrs Duke. ▪ Twice weekly LFD testing available to all staff from Feb 2021 ▪ PCR testing now available to everyone via on-line booking or 119. ▪ Increased numbers of adults undergoing covid vaccination

ST. BERNADETTE'S CATHOLIC PRIMARY SCHOOL COVID-19 RISK ASSESSMENT.

			time TA's who will be working one-one and a part time TA – one –one in Year 4) One teacher and one part-time TA in Year 5 and one teacher/part time teacher and a full time TA in Year 6.				
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RISK ASSESSMENT

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SECTION: St. Bernadette's School Bispham. **DATE:** 1st June 2021
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HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Cross-infection of coronavirus: General.	Ill-health, various symptoms including possibility of death. Communication of virus to others.	Parents, siblings & others in contact.	Implementation of Dept. for Education Covid 19/Coronavirus guidelines. PLUS: <ul style="list-style-type: none"> Detailed instructions regarding the access of parents/family to school. Provision of staggered arrival and departure times. Prohibition of non-essential staff into the school buildings. Surface markings being provided to ensure one-way flow of people around the school premises if necessary Communications between school and parents via paper mail, email or telephone. 	2	2	4	<ul style="list-style-type: none"> Ensure that staff carry out the correct supervision required to keep parents, staff and pupils separated. Continue to communicate regularly and clearly with parents, advising them of any changes to policy or procedures. Supervise children closely to ensure cross infection risk is reduced and correct cleaning techniques are used. Parents to be advise re- amendment to the Risk Assessment via email and then posted on the school website. Accurate information regarding Covid infection to staff due to LFD testing availability. Vaccination of adults providing covid protection.



RISK ASSESSMENT

DIRECTORATE:

EDUCATION

ASSESSED BY:

Alexis Satterthwaite & SMT.

SECTION:

St. Bernadette's School Bispham.

DATE:

1st June 2021

TASK/JOB:

Covid 19 Phased Return to School.

LOCATION:

St. Bernadette's School Premises.

HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Effects of situation impacting mental welfare.	Deterioration of persons mental health.	Pupils, staff, parents, siblings & others in contact.	<ul style="list-style-type: none"> Carry out weekly staff meetings to ensure their mental and physical health is taken into account. Monday and Wednesday briefings for Teachers and support staff (every fortnight and more if necessary) Head Techer on hand to support staff Make available support through Blackpool Health to ensure anxiety and stress levels are monitored - support staff in returning to school. Father Peter and Mrs Duke are on hand to support pastorally Day-to-day supervision of children. Regular letters to parents with information and requesting feedback if necessary – Weekly Newsletter 	2	2	4	<ul style="list-style-type: none"> Staff briefings/staff meetings will also help gather staff together to share concerns. Supervision during working day by senior leadership team. Increased confidence by all that control measures are proving effective along with increased protection of individuals vaccinated against covid.



RISK ASSESSMENT

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HAZARD	HARM	AT RISK	RISK CONTROL IN PLACE	FACTORS		RISK RATING	ADDITIONAL RISK CONTROL
				L	S		
Cross-infection of coronavirus: Personal Protective Equipment (PPE).	Ill-health, various symptoms including possibility of death. Communication of virus to others.	Pupils, staff, parents, siblings & others in contact.	<ul style="list-style-type: none"> Staff to wear a facial covering when in close contact with pupils – First Aid - one- one TA's to have the option of wearing mask and visors Staff only to wear gloves when treating First Aid unless or in medical emergencies. Contenance issues and soiling should not be dealt with by staff. Parent should be rung immediately, and children sent home. Doctor explained that transmission rates for children under Year 5 were lower and therefore a facial covering was not needed. Also, that younger children do not have the discipline to comply. Reception pupils a third less likely to contract the virus and no evidence of primary pupils giving it to adults. 	2	2	4	<ul style="list-style-type: none"> The availability of covid testing for school staff (voluntary) utilising LFD testing will enable accurate infection rates to be monitored. New guidelines issued 24th May regarding use of face coverings. These guidelines have reduced the need for adults to use masks on all occasions. Availability of rapid testing within school (LFD) and the ready availability of local PCR testing.

4 CONCLUSION.

With the instruction from the DfE Guidelines schools must have plans in place "for all children and young people to return to full-time education at the start of the Autumn this assessment has been reviewed.

After assessing the hazards presented by Coronavirus/Covid 19 it has been decided this assessment permits return to school using the control measures described.

Using the Blackpool Borough risk matrix the calculated risk is dependent upon the new guidelines issued by the D f E in February 2021.

- Due to the implementation of effective control measures and the ready availability of rapid (LFD) and (if required) accurate PCR testing for all the risk rating has been downgraded to MODERATE (4).
- With the D f E now stipulating that the risk to children is "low" the risk rating has been adjusted to ACCEPTABLE (2).
- For adults (school members of staff) with no additional risk of contact with persons with coronavirus (Covid 19) the risk is now MODERATE (3/4).

This decision is subject to the satisfactory implementation of the management controls stated for each hazard. Every effort will be made to ensure the safety and wellbeing of the pupils and staff and the management processes and their effectiveness, shall be closely monitored and amended/adjusted accordingly.

Should infection occur during the period of risk the school shall adhere to the instructions issued by the DfE (HMG), Blackpool Borough Education Authority and those issued by the National Health Service.

Signed:

Alexis Satterthwaite

Alexis Satterthwaite,

Headteacher, on behalf of the Senior Management Team and Governors.

1st June 2021.