



**SCHOOL FULL CAPACITY - RISK ASSESSMENT**

|   |   |                                     |                                     |
|---|---|-------------------------------------|-------------------------------------|
| 1. <b>Assessment No:</b>                | <b>StJCPS/COV19 - 3</b> (Issue 2.1)   |                                     |                                     |
| 2. <b>Activity/Process:</b>             | <b>MITIGATION</b>   |                                     |                                     |
| <b>Assessment Date:</b>                 | <b>Sept 2020</b>  |                                     |                                     |
| <b>Assessor:</b>                        | <b>BBH</b>  |                                     |                                     |
| <b>Next Review Due:</b>                 | <b>As and when required by authority directive</b>  |                                     |                                     |
| 3. <b>Number of Persons at Risk:</b>    |   | <b>Employees</b>                    | <b>Others</b>                       |
|   | 1   | <input type="checkbox"/>            | <input type="checkbox"/>            |
|   | 2-5   | <input type="checkbox"/>            | <input type="checkbox"/>            |
|   | 6-10  | <input type="checkbox"/>            | <input type="checkbox"/>            |
|   | 10 Plus   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. <b>Hazards:</b>                      | <ul style="list-style-type: none"> <li>a) Increased likelihood of infection through larger numbers of staff and children in close proximity</li> <li>b) Inability to maintain consistent 'Bubbles' (Class-Groups)</li> <li>c) Procedures and protection protocols breached by external influence, people not familiar with the school procedures, and occasional visitors</li> <li>d) Objection and/or willful non-compliance with implemented procedures</li> </ul>  |                                     |                                     |
| 5. <b>Proposed procedures/controls:</b> | <ul style="list-style-type: none"> <li>a) Recover the school complement into the normal 5 Class-Group 'Bubbles'</li> </ul> <p>Introduce three designated school Entry &amp; Exit Points to minimise the potential for crowding and avoid 'pinch-points' on school approaches:</p> <p>Entry 1 - 'Old Garage'            - KS 1<br/>           Entry 2 - Church Forecourt   - KS 2<br/>           Entry 3 - Main Gate            - Siblings</p> <p>Introduce a fourth school Entry/Exit Point to facilitate access to the school for KS1 to avoid potentially poor underfoot conditions from Entry 1 during inclement weather conditions</p> <p>Entry 4 - Holloway Hill Gate   - KS1 (alternate)</p> <p>At all Entry Points position markings and signage to encourage safe 'social distancing' iaw the promulgated recommendation from PHE</p> |                                     |                                     |

Introduce staggered timings and advise parents of allocated drop-off and pick-up times

Advise parents to be diligent with their assigned timings

Advise parents that only one parent/adult should accompany the child

Advise the attending parent/adult to prevent the children from running to meet friends

Actively discourage parents from gathering **in social groups** at all designated Entry & Exit points

**Advise parents to practice assiduous road safety awareness in the vicinity of all Entry/Exit points**

**Firmly** discourage car parking at any point on Holloway Hill

Appoint staff members to supervise the procedures at each Entry & Exit Point

At all Entry Points perform temperature checks<sup>1</sup> with a non-contact thermometer at the forehead whilst the parents are still in attendance

Allocate a waiting position to each child and when a Class-Group is complete, a supervising adult is to then escort the group to the school building, and in the case of siblings<sup>2</sup> to the appropriate classroom:

Entry 1 - via the South Field Nuns Walk

Entry 2 - via St Aldhelm's Church access Nuns Walk

Entry 3 - not necessary (use playground waiting points)

**Entry 4 - via the Holloway Hill Gate steps**

Access for entry and exit of the classrooms will be via the external playground doors

Provide sanitization facilities on entering the classrooms

On departure, reverse the procedure (excluding the entry temperature check)

Stagger break times between Class-Groups

Arrange staggered lunch-time 'sittings' by Class-Groups

Minimise the movement of whole Class-Groups inside the school, use external routes where possible

Where possible to do so arrange individual work as opposed to group-effort work

Notes:

1. NICE consider a child to have a fever if their temperature is 38°C or above; PHE advice states 37.8°C as the 'trigger' temperature.

The school will apply 37.8°C as the decision point. Any person (child or adult) found to have this temperature or above, will not be allowed entry into the school. However as this is a safety guide only, if anyone is turned away because of this, a further check by medically qualified personnel is essential.

2. In accordance with the PHE Guidance issued on 2 July 2020, (*sic 1.4 Para 6*): - Siblings may be in different groups

- b) Wherever possible to do so, retain the teaching/adult staff and Class-Group in the same 'Bubble'

When necessary 'Supply Teachers' will be engaged and allocated to a 'Bubble' as required to meet staffing requirements.

Request all adult staff who use the Staff Room facilities to apply safe distancing considerations and apply their own post-use cleansing of used items

Advise all adults who switch between classes (and/or schools) to maintain the recommended 2m separation distance from other staff and the children, and minimise the time spent within 1m of children

Out-of-hours sports clubs will be kept to be within Class-Group 'Bubbles'

Co-ordinate with out-of-hours school clubs to minimise the occasions of mixing and/or cross-Bubble groupings *(Due to conflicting information on maintaining 'consistent' Bubbles, this aspect has yet to be fully resolved)*

Direct the club's supervising adult(s) to maintain a written record of all attending children; and retain the record for up to three months

- c) Observe the minimum recommended safe distancing if/when conducting meetings with external agencies

Where and if appropriate conduct Parents Evenings via telephone interviews or other IT media

If possible, conduct requested personal meetings by telephone or other IT media

Advise all parents that they are not allowed on-site without a specific invitation and an appointment

Advise any club supervising adults of the schools Covid19 protocols and procedures; emphasise the need of all used areas and/or facilities to be thoroughly cleaned post use

Only permit occasional visitors and/or deliveries to use and access the Reception Office and only if the Admin Staff deem it safe to do so

For visitors, deliveries or contractors that require access to the main school, perform a temperature check<sup>1</sup> before admission

Direct all visitors, contractors or deliveries that require access to the school to perform a Sanitization Procedure on entry

Reception Staff are to advise all visitors who need to enter the school of current procedures, movement restrictions, available toilet and refreshment facilities and offer a face mask and gloves

Prohibit the Reception Office entrance from being available for routine daily use

Restrict access to the Reception Office facilities and area to essential needs only

Discourage long-term waiting in the Reception Office area

Note:

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- d) If a child or a parent forcibly objects to the impositions of the procedures and protocols being applied the directives of the school's Behavioural Policy should be strictly followed

If the school experiences a threatening or violent, aggressive objection and/or a purposeful avoidance of the school procedures by an adult, an internal lockdown iaw the BCP is to be considered

If necessary, the Police are to be called to assist and a follow-up report is to be submitted to the DfE helpline and LA

**6. The Residual Risk(s) Remaining:**  
(After implementation of proposed procedures)

**Risk Rating:**

Likelihood x Severity = Rating/Action

- |   |           |                    |
|---|-----------|--------------------|
| • Unwitting individuals not following the directives  | 3 x 1 = 3 | Monitor Procedures |
| • Brief proximity during movement around the school (e.g. passing in corridors or on the steps) | 4 x 1 = 4 | Monitor Procedures |

**7. Additional procedures suggested/required:**  
 (Reduce residual risks if practicable to a Risk Rating of 4 or below)

**8. Head Teacher Approval:**

Date Implemented: 21 Sept 2020 Procedures Effective: Yes/No

Comments:

**Signed and Appointment:** (Head Teacher St Joseph's Primary School)

**Name:** Mrs Susan Woods

**Next Review Date:** As determined by an Authority directive that requires changes to the implemented procedures

**9. Chair of Governors Awareness:**

Date: 21 Sept 2020 Procedures Effective: Yes/No

Comments:

**Signed and Appointment:** (Chair of Governors St Joseph's Primary School)

**Name:** Mrs Nuala Oughton

| RISK RATING      |                        | RATING ACTION BANDS |                              |
|------------------|------------------------|---------------------|------------------------------|
| LIKELIHOOD       | SEVERITY OF HARM       | RATING BANDS        | ACTION REQUIRED              |
| 1. Most unlikely | 1. Minimal             | 1 Minimal Risk      | Maintain Procedures          |
| 2. Unlikely      | 2. Requires isolation  | 2 - 4 Low Risk      | Monitor Procedures           |
| 3. Likely        | 3. Requires quarantine | 6 - 9 High Risk     | Improve Procedures           |
| 4. Most Likely   | 4. VSI/Fatal           | 12 -16 Very High    | Revise Procedures - stop all |

**Risk Rating = 'Likelihood' score x 'Severity' score**