



**SCHOOL FULL CAPACITY - RISK ASSESSMENT**

<b>1. Assessment No:</b>	<b>StJCPS/COV19 - 5 (Issue 3)</b>		
<b>2. Activity/Process:</b>	<b>MANAGEMENT</b>		
<b>Assessment Date:</b>	February 2021		
<b>Assessor:</b>	Brian Birkin-Hewitt (Tech IOSH) School HSA		
<b>Next Review Due:</b>	As and when required by authority directive		
<b>3. 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"/>
<b>4. Event affecting Planned Procedures:</b>	<ul style="list-style-type: none"> <li>a) Too few teachers and other staff to keep the school open and operating safely at full capacity</li> <li>b) Lack of First Aid trained staff and/or the lack of Pediatric First Aid trained staff</li> <li>c) Supply lines collapse; food suppliers, sanitary equipment deliveries</li> <li>d) Teaching and Learning equipment and resources unavailable for long periods</li> <li>e) Multiple Entry &amp; Exit Points; management and manning</li> <li>f) Maintaining consistent 'Bubbles'</li> <li>g) Kitchen facilities for all children</li> <li>h) Collection of children outside exit-procedure scheduled timings</li> <li>i) Leadership illness</li> <li>j) Activation of Amended Emergency/Evacuation Procedures</li> </ul>		
<b>5. Proposed Actions:</b>	<ul style="list-style-type: none"> <li>a) Headteacher to assess daily/weekly available staff members to maintain adequate coverage of 'Bubbles' and proportionate procedures</li> </ul>		

Alert all staff to be prudent with arranging overseas holidays due to the potential of being late for start of a Term due to other lock-down impositions and quarantine requirements on return to the UK

Encourage all staff to facilitate their own safety and that of others by utilising the NHS Test & Trace App and being diligent with their Lateral Flow Device (LFD) testing and recording

Consider the employ of 'Supply Teachers' if necessary, however the in-house HLTA will be deployed in the first instance

Endeavour to restrict Supply and other support/visiting teachers to the same 'Bubbles' or individual children; maintain a record of which children are attended by the visiting teacher

Allocate staff members to a Class-Group to avoid cross-Bubble mixing

Headteacher to compile 'Personal Risk Assessments' where and if necessary, for 'high risk' staff

Headteacher with SEND Lead, compile 'Personal Risk Assessments' where and if necessary, for children with behavioural difficulties

Maintain an awareness of Staff Wellbeing and Mental Health; encourage a collaborative monitoring of colleagues by all staff members [see RA 38A and Procedure 24A]

In the event of insufficient staff members, the Chair of Governors, will be consulted and the LA, will be apprised with a view to advising DfE that the school will have to close until enough staff members are well enough/able to return to work

- b) Consider the number of staff and children in the school, the likelihood of 'everyday' First Aid events, - including those that require a pediatric specialization, the capabilities of the staff members on-site, and the availability of Ambulance/professional medical staff attendance
- c) Closely monitor all stocks of essential sanitary and hygiene supplies apply local purchase if necessary

Ensure that all classrooms and sanitization areas are provided with sufficient stocks of all essential sanitary and hygiene supplies. If necessary, implement local purchase

Ensure that the Contracted Cleaning Agency applies:

- Daily, weekly, and other periodic cleaning schedules as/if requested
- Risk Assessments for its staff, their procedures and COSHH substances, and supplies the appropriate PPE iaw with the Agency's assessments
- A Cleaning Schedule which includes a checklist and details of the materials being used; (see the section 'CLEANING' in this document)
- Additional specialist cleaning protocols e.g. 'Deep Cleaning' as and when requested

Advise Class-Group teachers, that they (or the Class-Group children if/when possible) will only be expected to perform occasional 'husbandry' cleaning (e.g. post-lunch breaks)

The Catering Staff are to follow and apply all hygiene and infection prevention directives as applied to the teaching staff and iaw the HACCP

- d) Ensure that the school has adequate resources of learning equipment. Establish an alternative supplier urgently if this is likely to become a problem
- e) Utilise up to three Entry & Exit points with separation for KS1, KS2 and Siblings; ensure that all are adequately staffed at the promulgated arrival and departure times:

KS 1 - 'Old Garage' (clement weather)[currently suspended]

KS 2 - St Aldhelms Church Forecourt

Siblings & KS 1 (inclement weather alternate) - Main Gate

All Critical Worker Children 'Bubbles' - Main Gate (National Lockdown Option)

- f) Separate the school complement into 5 Class-Group 'Bubbles' iaw the academic year group

Conduct precautionary temperature checks only if and when an individual displays signs of Covid 19 infection; but maintain safe-distancing iaw current PHE guidance

Stagger all timings (arrival, departure, break time and lunch periods) to prevent large and mixed groupings

Each Class-Group to be allocated a toilet to be used by that Group

- g) Re-instate the on-site Kitchen for a full meal provision facility

Catering Staff are to be fully apprised of the school's Covid 19 procedures

Assign 'sittings' for each Class-Group (Class-Group must be maintained as one-body)

Dining Room furniture to be cleaned between each 'sitting'

- h) Limit the use of the Main Gate for child collection, outside of the scheduled exit-location and exit-procedure timing, to only if a child is required to leave the school for exceptional reasons (e.g. suspect Covid-19 infection, medical appointments or behavioural exclusion)

- i) Leadership responsibilities will devolve as follows:

If the Headteacher is unavailable for a lengthy period, the Chair of Governors or Vice Chair should be consulted about appointing a staff member to temporarily deputise and other critical aspects of the day-to-day running of the school; (e.g. decisions on staffing and closure)

Financial management: If the School Business Manager is unable to perform key duties the Headteacher and/or the Chair of Governors will be advised

- j) Preserve the application of the known procedures via general Risk Assessment No32, and the Fire, Emergency and Critical Incident Plan (FECIP) in the event of an activation of an Emergency Procedure (Fire or Evacuation) but with the following minor variations

- At the playground Emergency Muster Area direct children to maintain a safe distance wherever possible to do so; red painted dots on the playground indicate a 2m grid pattern
- [Staff Members] After performing the head-count ensure a prompt but staggered Class-Group exit from the playground, via the Nuns Walk, and proceed swiftly to the Safe Area as nominated by Fire-Warden Yellow [see the FE&CIP]:
  - Safe Area 1 - South Field, open area
  - Safe Area 2 - St Aldhelms Church
- [All Staff] - comply with the FE&CIP
- [Headteacher] Contact the relevant authoritative agencies appropriate to both normal routines and Covid-19 measures with a consideration of applying the Business Continuity Plan

**6. Residual Risk(s) Remaining:**  
(After Proposed Actions implementation)

**Risk Rating:**

Likelihood x Severity = Rating/Action

- Unable to operate the school due to unavailable staff 1 x 2 = 2 Review Procedures
- Sudden re-enforcement of reactive actions due to a Virus outbreak<sup>1</sup> amongst the pupils or staff <sup>2</sup> 2 x 2 = 4 Alternative Plans
- Sudden closure due to a local resurgence of the Virus<sup>2</sup> 3 x 2 = 6 Alternative Plans
- Enforced closure by Authority Directive 2 x 3 = 6 Alternative Plans
- Pedestrian traffic congestion in the vicinity of the Entry/Exit points
- Conflict with vehicular traffic on the path-way approaches to the Entry/Exit points

Notes:

1. See COV19-4 Containment for the definition of an 'Outbreak'
2. See COV19-4 Containment for PHE HPT actions

**7. Additional procedures/controls suggested/required:**

(Reduce Residual Risks if practicable to a Risk Rating of 4 or below)

- Refer to the most recent PHE Guidance for the procedures to be applied following an individual contracting the virus, and/or other wider measures that affect the school or local community
- Firmly request parents to maintain the Social Distancing measures as directed by Government edit when queueing at the entry points for the drop-off and pick-up of children
- Firmly request parents to practice assiduous attention to road safety when on the narrow pathways that are in the vicinity of the Entry/Exit points

**8. Headteacher Approval:**

Date Implemented: 7 March 2021

Procedures Effective: Yes/No

Comments:

**Signed and Appointment:**

(Headteacher 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: 7 March 2021

Procedures Effective: Yes/No

Comments:

**Signed and Appointment:**

(Chair of Governors St Joseph's Primary School)

**Name:** Mr Gregory Fauvarque

**EFFECT RATING**

**RATING ACTION BANDS**

LIKELIHOOD	SEVERITY OF EVENT	EFFECT SCORE	ACTION REQUIRED
1. Most unlikely	1. Minimal Effect	1 Minimal	Maintain Procedures
2. Unlikely	2. Major	2 - 3 Concerning	Review Procedures
3. Likely	3. Significant	4 - 9 Damaging	Implement alternative plans
4. Most Likely	4. Dangerous	12 - 16 Critical	Unacceptable - Close the School

**Effect Score = 'Likelihood' score x 'Severity' score**

