



St Robert Southwell Catholic Primary School

Aiming For Excellence - Being The Best We Can Be

Risk Assessment

COVID-19 risk assessment – Key Worker Provision under new variant of Covid 19

This school currently has a reduced number of children attending the site (80-90). However we are faced the a new variant of Covid which has a greater risk of transmission. The following Risk Assessment and the working practices contained therein will continue to be rigorously adhered to reduce the risk of Covid spread.

Site / school name:	St Robert Southwell Catholic Primary School and Nursery, Slough Lane, Kingsbury, NW9 8YD		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Pupils & Staff ▪ Catering, cleaning staff and contract staff ▪ Contractors ▪ Visiting Professionals 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full opening of the school, September 2020 ▪ Drop-off and pick-up from school ▪ Movement around the school ▪ Cleaning and sanitisation ▪ Food provision ▪ Management of individuals with symptoms and any positive test results ▪ Blended learning if required for self-isolating children ▪ Remote teaching if required because of self-isolating staff or local lockdown 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class, teaching materials and resources ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Headteacher: Honor Beck	Date of completion:	16th August 2020
Risk assessment approved by:	Peter Manning (Chair of Governors)	Date of approval:	27 th August 2020
Date risk assessment to be reviewed by:	Within two weeks of completion	Risk assessment no:	Version 4

Record of risk assessment reviews

Date of review:	4/9/2020	Reviewed by:	Honor Beck Lisa Egan	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Added visitors comment and checked on routines
Date of review:	25/9/20	Reviewed by:	Honor Beck	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Need to remind staff about Risk Reduction Measures
Date of review:	9/10/20	Reviewed by:	Honor Beck	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Notes added



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Date of review:	2/11/20	Reviewed by:	Honor Beck And Staff	Comments / date of next review:	▪
Date of review:	4/120	Reviewed by:	HB Peter Manning	Comments / date of next review:	▪ Added new variant of Covid



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What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Notes/Updates:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Organise pupil groups</p> <ul style="list-style-type: none"> Maximum number of 30 per classroom room. Year group bubbles of 60 Maximum 100 in main hall Maximum 60 in small hall Minimise contact between bubbles/ groups. Make every effort to encourage children and young people to always stay in the same bubble/group. Where possible, place the same teachers and other staff with the same groups during the day and on subsequent days. 	<ul style="list-style-type: none"> Identify which areas of the school will be accessible and assess capacity according to numbers of pupils Develop teams that will be assigned to a specific bubble/group. This will include class teachers, TAs and teachers on standby in case of illness Have a staggered start and finishing time for pupils, which stipulates that there are no parents to enter the building without an appointment and a limited number of parents outside the school together at drop-off and pick-up times. 	<p>CLT/ADMIN</p> <p>Communicated by APP and letter</p>	<p>Friday 28th August</p>	<p>Discuss with staff reducing risk further to class bubbles as far as possible</p>
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> desks to face the front in Y2 to Year 6 Tape line 1m + to support increased social distancing between pupils and staff. Mark an area for the teacher to allow for distancing from pupils in the classroom Floor markings can be used as well to define transit routes or no-go spaces in classrooms. Remove any unnecessary items. Allocate students a table/desk so that they use the same space as far as possible. All spaces should be well ventilated using windows etc where possible. 	<ul style="list-style-type: none"> Review furniture organisation to support as much social distancing as possible Assign pupils and staff to the same room/workspace/table Apply floor markings in areas being used by both staff & pupils, if necessary Assign pupil to the same desk/table Junior children to bring their own pencil cases Infant children may share resources in the classroom 	<p>All staff working with pupils</p> <p>John C to support with line markings</p>	<p>Wednesday 26th August</p>	<p>Ask John C to renew floor markings where worn</p>
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. 	<ul style="list-style-type: none"> Class teachers to plan lessons/activities for all subjects and pastoral support, using the outdoor areas, playground if possible Increased physical activities to be planned for each week so pupils have as much exposure outdoors as possible. Children should wash their hands before using outdoor equipment. A rota will be put in place for use 	<p>Class teachers</p>	<p>Tuesday 3rd September 2020 and on-going</p>	



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<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school. 		<ul style="list-style-type: none"> ▪ Depending on weather, consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 	<p>of fitness or adventure equipment to avoid potential spread of COVID.</p>			
		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ Use the timetable to and selection of classrooms to reduce movement around the school as much as possible. ▪ Consider if teachers move rather than pupils ensuring that contact between different groups is minimised. ▪ Stagger assembly times and rota children attending in the hall ▪ Stagger start and finish times. ▪ Stagger break and lunch times. ▪ Use floor or wall markings to highlight social distancing. ▪ If students need to queue to get into a classroom, mark out clear waiting areas with 2 metre spacing. ▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. ▪ With due regard to fire safety, doors may be temporarily propped open to limit touching of door handles and aid ventilation. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. 	<ul style="list-style-type: none"> ▪ Groups to stay in the same areas as much as possible ▪ Children will not be required/permitted to leave their area of the school – classroom and toilets, unless ill and under the supervision of an adult. ▪ Draw up timetables for playtimes and lunchtimes. ▪ Assembly will be in classrooms, led by class teachers ▪ Directional signs in both playgrounds for dropping off & picking up pupils ▪ Social distancing reminder posters throughout all areas that are being utilised ▪ Manage use of toilet facilities with limited numbers – no more than 2 pupils from one bubble allowed to use at any one time ▪ Use door closers or prop open doors in high traffic areas, where possible ▪ Provide PPE for staff who wish to use it to support children at a range closer than 2 metres ▪ Leave internal doors open to avoid excessive touching (ensure they are closed once the children leave because of fire precautions) ▪ Restrict parents from coming into the building at drop-off or collection and reinforce importance of pre-arranged appointment at other times ▪ Deliveries to be collected at the main gate or left in carpark during peak times 	HT and John C	Tuesday 1 st September 2020 and ongoing	<p>Ask John to upgrade playground signs</p> <p>Remind parents about calling and emailing school rather than coming into the building.</p>
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Use halls, at half capacity. ▪ If bubbles/groups need to use the space at the same time, ensure the groups do not mix 	<ul style="list-style-type: none"> ▪ Assemblies will be held in classrooms ▪ Hall will be used for hot lunches, packed lunches will be eaten in the classroom ▪ Each group will be allocated a separate outside area ▪ Staff breaks will be staggered to maintain social distancing in staff room 	Staff working with pupils	Plans In place by Wednesday 1 st June 2020	



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<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 		and do not play sports or games together. <ul style="list-style-type: none"> Adequate cleaning will need to take place between groups using the shared spaces, including wiping down of tables between each group. Stagger the use of staff rooms, work rooms and offices to maximise social distancing. 	<ul style="list-style-type: none"> Additional staff rest facilities have been set up 		Sept 1st	
		Outside spaces <ul style="list-style-type: none"> Should be used for exercise and breaks, where possible Outdoor education can limit transmission and allow easier distancing between children and staff Outdoor equipment may be used by different bubbles on different days. Children should wash their hands before and after use. 	<ul style="list-style-type: none"> Stagger use of playgrounds and outdoor areas Bubble timetable in place for each day for use of outdoor fixed equipment 		Timetables in place by 1 st September	Discuss impact of winter weather
		Shared resources <ul style="list-style-type: none"> Limit what shared resources are required and, particularly, any that are taken home. Cleaning will be needed after each use where shared resources are used by different bubbles. Practical lessons can go ahead only if equipment is cleaned between being used and the classroom / space is cleaned between different groups using it. 	<ul style="list-style-type: none"> KS 2 will bring their own pencil cases Sharing of equipment will be planned for and where sharing is needed, cleaning of equipment will be carried out before use of children in a different group/bubble The ICT equipment, if being used, will be cleaned after use in preparation for the next group 	CLT/Staff working with pupils	On-going	Availability of I pads maximum of 3 ch per I pad
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	Getting to school and drop-off / pick-up <ul style="list-style-type: none"> Encourage people to walk or cycle to school where possible Highlight government advice on safe travel to parents and carers. Stagger start and finish times to limit numbers at any one time. 	<ul style="list-style-type: none"> Parents/staff/pupils will be encouraged to walk or cycle to school where practicable No school trips will take place during the first four weeks Start and finish times will be staggered to limit numbers Entrance and Exit points will be monitored by staff to maintain social distancing of both adults and children Have dedicated drop-off and pick-up points for groups of pupils 	CLT and All staff	Plans In place by Friday 28 th August 2020	



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preparation on site.	food packaging or food product. <ul style="list-style-type: none"> Contamination of food by catering staff failing to adhere to hygiene standards or otherwise, who are infected with COVID-19. 	that they are adhering to government guidelines <ul style="list-style-type: none"> Ensure that catering providers are aware of any changes to lunch times and operating practices you have made. 			September 2020	
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	Emergencies <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. Other emergency procedures, e.g. lockdown, should be reviewed as required. 	<ul style="list-style-type: none"> Review fire wardens, ensure there are adequate numbers to cover all areas On staff training day (1/9/2020) -ensure all staff are briefed about procedures should there be an alarm (fire/lockdown) The same applies to lockdown procedures 	JC/AQ/CLT	Plans In place by Tuesday 1 st September 2020	Fire wardens meeting to be held WB 9/11
<ul style="list-style-type: none"> Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from little used systems Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to 	Maintenance and inspection <ul style="list-style-type: none"> Before school reopens: Ensure all little-used water outlets are flushed through Check and test all fire protective systems Check and test all relevant safety-critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc, require thorough examination or testing (TE&T), they must all be within their testing cycle. If this has elapsed, then these item(s) cannot be used until they have 	<ul style="list-style-type: none"> Flush all water outlets not in frequent use Test all fire protective systems, review fire assembly points to maintain social distancing Conduct site inspection All pieces of equipment must be checked to ensure they are within their testing cycle 	Caretaker/GB	By Tuesday 1 st September	



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	failure of safety critical items.	passed the required tests. Their use will therefore need to be postponed until testing has taken place.				
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. <p>Including</p> <ul style="list-style-type: none"> ▪ Staff who do not report sickness ▪ Staff are unwell but attend School ▪ Child or family members become unwell 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for spread to other family members / persons. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government guidance. ▪ If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ▪ A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. ▪ If a member of staff has helped someone who is unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available), or the child subsequently tests positive. They should wash their hands 	<ul style="list-style-type: none"> ▪ Isolation room and toilet identified and those with symptoms will be sent home immediately or, in the case of pupils, isolated until they can be collected by a parent ▪ Fluid resistant masks will be worn by staff attending to pupils or adults with Covid-19 symptoms ▪ Disposable face masks, gloves and aprons will be used by First Aider when in close contact with a pupil or other adult showing symptoms ▪ Staff will be reminded to have a test if they develop symptoms or if they treat someone who tests positive ▪ Staff will be signposted to local testing centres ▪ Hand washing for 20 seconds is to be actively encouraged for everyone at school on a regular basis (young children will be supervised where required) ▪ Disinfecting areas after someone has visited First Aid ▪ All staff and pupils' emergency contact details are up-to-date, including alternate emergency contact details, where required ▪ In the event of a required full school closure, the school would work with the Local Authority to explore the possibility of providing a cluster-based offer to children of key workers and vulnerable children 	CLT/ First Aider	Plans in place by Tuesday 1 st September	



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		<p>thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people</p> <ul style="list-style-type: none"> ▪ Availability of Testing and contact tracing. 				
		<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. ▪ All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. ▪ Where a child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 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. 	<ul style="list-style-type: none"> ▪ Clear instructions given to staff and their fellow household occupants on self- isolation if symptoms develop ▪ Pupil's parents will be contacted as soon as practicable in the case of an emergency ▪ In the event of an adult or child testing positive all members of that group will be instructed to self-isolate. The school shall follow the appropriate guidelines issued by the NHS and DfE ▪ Risk assessments will be completed for any pupils with an EHCP attending school ▪ Pupils with underlying conditions will not be allowed to return to school unless it is absolutely safe to do so ▪ PHE will be informed of any confirmed or suspected cases ▪ No communication with any Press Agencies will take place except through the Diocese/Local Authority Press Officer 	<p>CLT /First Aid</p> <p>LE to maintain a list of medically vulnerable children who will be notified if there is a positive case</p>	<p>On going</p> <p>LE to communicate initial medically vulnerable list by Monday 7th September</p>	<p>Regular update information sent to staff by e-mail</p>
<ul style="list-style-type: none"> ▪ Risk of infection due to lack of cleaning resulting in indirect transmission of the virus 			<ul style="list-style-type: none"> ▪ All surfaces, handles, toilets and shared equipment will be cleaned each day using anti-bacterial spray ▪ Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission ▪ Resources used each day are cleaned at the end of the day by staff in that bubble. 	<p>Cleaning company and all staff</p>	<p>On going</p>	<p>On going</p>



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			<ul style="list-style-type: none"> ▪ Maximum use to be made of outdoor space, where possible. ▪ Tables and door handles cleaned more frequently throughout the day (break and lunch) 			
<ul style="list-style-type: none"> ▪ Remote working of staff. Potential for (Display Screen Equipment) DSE related issues when away from site. 	<ul style="list-style-type: none"> ▪ Staff may not have designed work location due to the 'exceptional' need to work at home, who are otherwise school-based employees. ▪ There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> ▪ All staff continuing to work remotely to undertake DSE assessment and home-working checklist. ▪ All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. ▪ Ensure regular communication with staff continuing to work remotely from June 3rd. 	<ul style="list-style-type: none"> ▪ Staff working from home to complete Risk Assessments (DSE assessment & checklist) ▪ CLT maintain regular contact with staff working from home Messages sent to staff via email 	Staff working from home	As needed	As needed
Remote teaching	<ul style="list-style-type: none"> • Pupils' education is disrupted and there is unequal access 	<p>Staff to follow agreed remote learning policy.</p> <p>Staff to identify and follow up pupils not engaging in remote e learning</p>	<ul style="list-style-type: none"> • Review with staff the delivery end expectations of remote learning. • Identify pupils who will be significantly disadvantaged by remote learning and consider a range of opportunities for supporting them and increasing engagement. 	Senior team	End of September	30 th September



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WE HAVE TO ACCEPT THAT EYFS and Y1 CHILDREN WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk?	Who will do this?	By when?	Notes/Updates:
Lack of social distancing in the classroom resulting in direct transmission of the virus		Students and staff will be reminded to maintain social distance	<ul style="list-style-type: none"> ■ Social distancing explanation for and with the children – including how many children playing with resources and how (either end of water tray) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc) ■ Rules agreed and modelled many times a day and linked to school behaviour system – lots of praise for adherence ■ Staff allowed to stay at adult height – no requirement for getting to child level for interactions ■ Children to use same desk (Years 2 – 6) ■ The same teacher/support staff member will work with one group of children and will not move between groups ■ Children will not mix with other groups but will have separate lunchtimes, playtimes and outdoor lesson times. 	Miss Beck at INSET for staff and Online Assembly on	Monday 7 th September	Can we reduce risk further?
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus		Social distancing will be maintained as far as possible through good systems, and hygiene standards will be good	<ul style="list-style-type: none"> ■ Hand gel used after toilet use as well as washing hands ■ Extra posters in toilet area to promote hand washing ■ Extra soap ordered to ensure we do not run out 	J Carey	On-going	On-going
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus		Students and staff will promote social distancing	<ul style="list-style-type: none"> ■ Staggered playtimes and allocated play area ■ Supervisory staff will be given option of standing behind a 2m line ■ One set of playtime equipment/ sports equipment per bubble ■ Games discussed which encourage social distancing – football passing, catch, hoola-hooping ■ Staff supervision throughout 	Senior Team	Monday 7 th September	On-going
Lack of social distancing in the corridors resulting in direct transmission of the virus		Students and staff will be reminded to maintain social distance	<ul style="list-style-type: none"> ■ Children staying in their classroom and accessing outside area from classroom door if possible ■ Timetabled slots for outdoor areas to limit overlap of groups ■ Staff to keep to agreed timings. ■ Messages to office via class phones, emails or mobile phone. ■ When moving class around the school – keep bubbles separate 	Miss Beck and the Senior Team	On-going	On-going



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Contact of shared resources resulting in indirect transmission of the virus			<ul style="list-style-type: none">■ Resources washed each night and left to dry if not same person using them the next day■ Tables, door handles and other surfaces cleaned every night■ Cleaning of tables, door handles 2x during the school day by staff■ Resources on tables ready for lesson and children have restricted choice of resources■ Children encouraged to wash hands / use hand gel before lessons and after each lesson■ Soft toys and furnishings including bean bags and rugs removed from the classroom■ Outdoor playground equipment allocated to the group of children each day at the end of the day■ Computers and iPads to be used by same child each day■ Activities to be planned with social distancing where possible being taken into account	Senior Team and all staff	On-going	On-going
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To be added

Track and trace

Singing

BCCC ASC

Face coverings suggestions

List of risk reduction measure listed separately.



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Summary of protective measures for full opening

1	Completed initial risk assessment	Completed 26/5/20	Notes	
2	Additional line markings outside and inside the building	Outside complete Inside complete	Checked and updated by September 1st	
3	Additional cleaning of the whole school during closure	Over 8 weeks April and May	Additional cleaning last week of the summer holidays	
4	Increased signage about social distancing	In place		
5	Installation of additional external sinks for handwashing	In place		
6	Bubbles of 60 but classes and teaching groups smaller where possible	Agreed at CLT 20/7/20		
7	Purchase of coloured jackets for each group of children	Available for playtimes		
8	Infection control/cleaning material boxes for each class and shared space	Available and replenished		
9	Removal of soft toys and some fabric	Reviewed with EYFS lead August 2020	Dressing up clothes allowed – washed weekly	
10	Timetable of – KS1 play equipment		In place	
11	New non-contact thermometers purchased	In school	Need allocating to rooms /people	
12	Allocation of same staff to each group/bubble	Draft 17/8/20		
13	Guidance for parents		Further information to be sent out August 28 th	
14	Guidance for staff	Updated staff sent to staff 21st Aug		
15	Risk assessment form catering company	To be requested		
16	Risk Assessment from cleaning company	Awaiting update	Email an onsite discussion	
17	Purchased face shields for those who have interaction with lots of adults/parents or very young children	On site and available		
18	Masks and gloves for anyone dealing with a child who is symptomatic.	On site and available		



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19		Risk Assessments for medically vulnerable children	Lisa to sort by Monday 7 th September		
20		Return to work questionnaire to all staff	90% returned, follow up needed	Additional return to work meetings held over the summer break with individual staff	

Summary of protective measures – on-going or for review

1	One-way system for parents/carers dropping and collecting children	In place and part of parent information to be sent		
2	Staggered drop off and collection	Part of plan		
3	More hand sanitizer dispensers and hand sanitiser	In place		
4	Paper towel dispensers replenished half-way through the day	John will check at lunchtimes		
5	Infection control/cleaning material boxes for each class and shared space	Replenished for new term		
6	Door wedges to keep doors open	Available		
10	Non-contact thermometers in use			
11				
12				

Agreed to use planned home-learning materials in school alongside PSHE and hygiene lessons



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Following Jesus' footsteps and inspired by St Robert Southwell we work hard, aim high and treat everyone with honesty and gentleness.