

Name of assessors: Sarah Bagshaw, Sarah Rostron, Nicola Whittaker, Anna Black

Date: 28.3.22

Time: 11am

Area assessed: St Bede Multi Academy Trust

Description of task being assessed: The assessment reflects the recommendation by Bolton Local Public Health to maintain social distancing wherever possible and ensure adequate hygiene practise is followed. This risk assessment rates the risk of close or frequent contact between staff, Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 pupils within school. It cannot assess the risks of contracting Covid-19 from this contact (or contact which occurs outside of school), or the risk of developing health complications from contracting Covid-19. Individuals will have to refer to government, medical and scientific guidance based on their own individual circumstances for this.

L= Likelihood of risk, C = consequence of risk , R = (L*R) risk rating

Risk rating 0- 14 = low, 15 –24 = medium, 25+ = high

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating Residual			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Insufficient number of staff for pupils returning	Pupils staff	Unable to care for children using current staffing guidelines	<ul style="list-style-type: none"> Complete risk assessments with staff identified as vulnerable or living with a vulnerable person. Prepare to direct Teaching Assistants to cover classes if a teacher is unable to be in class. 	2	2	4	<ul style="list-style-type: none"> Risk assessments reviewed (upon request) with staff identified as extremely clinically vulnerable or requesting an individual risk assessment. Address concerns identified on risk assessments. Teaching Assistants/tutors/specialist teachers to cover classes if a teacher is unable to be in class. Year group/Class bubbles to ensure minimal contact indoors 	1	2	2	SR & SMT MAT leadership	Remind adults of necessary social distancing between adults in weekly Staff meetings and briefings. Actioned on 8.6.20 Monitored weekly Completion date: 7.9.20 Updated: 28.3.22



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							and distance where possible.					
Higher number of staff and pupils on site	Pupils Staff Parents	Increased contact within school community between children and also staff	<ul style="list-style-type: none"> Assessed number of pupils and staff who are safe to return due to health. Assessed number of rooms available and how many pupils can be in each room according to 2m distance/age of children ability to socially distance Full time places available for key worker and vulnerable children Part time places available for children in N,Rec,Y1, y6 Pupils to be grouped into Year group or Keyworker/vulnerable pupil class bubbles Each class bubble will avoid contacts outside of their group Each class bubble will use designated classroom and toilet facilities only Each class bubble will be allocated the same staff each day Share guidance with staff via risk assessment and staff guidance sheet for Tier 3 & 4 staff. 	5	4	20	<ul style="list-style-type: none"> Pupils in class/ year group bubbles to limit contact with others. Staff to keep 2m physical distance when possible. Pastoral/CP/SEND/Attendance team to complete risk assessments for pupils who are considered to be of vulnerable health or living with someone who is of vulnerable health (for those on the medical needs register-send out forms) Staff to wear masks in all internal communal Staff can complete PPA time at home. 	4	4	16	SR & SMT MAT leadership Pastoral/Attendance/SEND/CP team	Actioned on 8.6.20 Monitored weekly Completion date: 14.9.20 Updated: 5.1.21 Updated 28.3.22
Supporting new staff, trainee teachers who will be new to the site	Staff Pupils	New staff may not be aware of safety measure put in place due to COVID.	<ul style="list-style-type: none"> During Summer 2020 no new staff to start employment and no students on site. Staff new to employment for September complete a school visit alongside an 	3	4	12	New staff/trainee teachers must complete COVID induction given to them by AHT/Mentor : <ul style="list-style-type: none"> read the school's risk assessment Must be taken on a tour of the site by a senior 	2	3	8	SMT Senior Staff	Actioned on 7.9.20 Monitored weekly Completion date: 7.9.20



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			experienced member of staff and complete all COVID checks.				manager/senior member of staff to see how the risk assessment has been put into place					Updated 28.3.22
Drop off and pick up times	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Use varied exits and entrances for year group pupils. Open early to support staggered entry and exit Parents maintain 2m distance Staggered drop off and pick up times Use a greater number of entrances and exits All entry and exit points shared via email, twitter and website to parents, pupils and staff. Ask that only 1 parent drops of their children. Mark 2m distance on fences for parents to follow Use of PPE for staff taking children in from parents/carers 	5	4	20	<ul style="list-style-type: none"> Class teachers to leave classroom doors open for children to come in without assistance from an adult. Communication to reinforce the importance that: parents do not enter the building unless attending a pre-organised meeting, parents to leave the site swiftly after dropping off. 	3	4	12	SR & SMT MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated 4.1.21</p> <p>Updated 28.3.22</p>
Visitors to school	Pupils Staff Parents Contractors Other school services	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No parents on site. Phone call/video conference/email only Only essential contractors on site Contractors sign disclaimer declaring no symptoms Contractor greeted by staff member who ensures 	3	4	12	<ul style="list-style-type: none"> Visitor to be escorted by member of staff in accordance with safeguarding policy and to ensure knowledge of areas of site entered Essential visitors must read COVID guidance before entering the building and must sign disclaimer. 	2	4	8	SR & SMT MAT leadership	<p>Monitored weekly</p> <p>Completion date: All controls in place from 7.9.20</p> <p>Updated 28.3.22</p>



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			<ul style="list-style-type: none"> when they sign in, they also sanitise hands Contractor reminded to only work in agreed areas Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 				<ul style="list-style-type: none"> Non-essential meetings with parents to be held over the phone or via video call. Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 					
Large numbers of staff and pupils on the yard and in the hall during break and lunch times	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes Designated play areas for groups of children Separate risk assessment for kitchen staff. Created by Catering Manager and shared with St Bede Management Team. 	6	4	24	<ul style="list-style-type: none"> Children receiving a hot dinner will eat in the hall at a designated table for their Year group bubble. Each table will be sanitised before next year group use it. One ways system in hall to limit crossover of year groups. Staggered break and lunchtimes Designated play areas for groups of children 	3	4	12	MP & Kitchen staff NT Lunchtime lead SR & SMT MAT leadership	Actioned on 7.9.20 Monitored weekly Completion date: 16.9.20 05/10/20 Updated 28.3.22
Supporting social distancing in the classroom.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Desks in classrooms currently in use, placed at 2m distance from Y1-6- . Staff educate pupils about social distancing and what 2m distance looks like. 	3	5	15	<ul style="list-style-type: none"> Staff must maintain physical distancing from other adults Staff also have the option of wearing face coverings (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in classrooms. 	2	5	10	All staff	Actioned wb: 7.9.20 Monitored daily Completion date: 9.9.20 Updated 4.1.21 Updated 28.3.22
				6	5	30		6	5	30		



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Supporting social distancing in offices.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No more than 2 people working in an office space. Rota used to ensure some staff could work at home to support social distancing on site. Posters placed on office doors of suitable number of staff allowed in an office at one time. 	4	4	16	<ul style="list-style-type: none"> Staff also have the option of wearing face coverings (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in offices if less than 2m distance and unable to ventilate the room. Wipes provided to wipe down work surfaces. 	3	4	12	NG, KB	<p>Actioned wb: 25.5.20 Monitored daily</p> <p>Completion date: 7.9.20</p> <p>Updated 4.1.21</p> <p>Updated 28.3.22</p>
Supporting social distancing in the corridors.	Staff Pupils	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Small number of pupils with staggered timetables ensured only small number of pupils are on corridor at one time. 	4	4	16	<ul style="list-style-type: none"> Communicate changes to staff Staff to wear face coverings (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) indoors Staff to ensure that pupils walk in straight orderly lines when moving around the building. 	3	4	12	NG, KB	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Completion date: 7.9.20</p> <p>Intervention groups not to be held in corridors. 05/10/20</p> <p>Updated 4.1.21</p> <p>Updated 28.3.22</p>
Supporting social distancing in the Hall for dining	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered lunchtimes Fewer tables used in the hall at 2m distance Table places set for pupils at 2m distance Children served at tables Staff clearing plates Tables cleaned before next group of pupils come into the hall 	5	4	20	<ul style="list-style-type: none"> Staggered lunchtimes Designated tables for each year group bubble. Tables sanitised before next group of pupils come into the hall One way system in the hall to limit year group cross over. Staff to wear face coverings (Masks should be snug fitting and 3 	4	4	16	MP & Kitchen team	<p>Actioned on 8.6.20 Monitored weekly</p> <p>Additional Controls: 2m distance tape placed in front of serving area.</p>



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							layers of material, covering both nose and mouth as recommended by SAGE) in the hall during lunchtimes.					Extra clearing stations set up for pupils. Completion date: 16.9.20 Updated 4.1.21 Updated 28.3.22
Supporting social distancing when holding staff meetings and briefings.	Staff	Difficult to maintain social distancing amongst staff during meetings	<ul style="list-style-type: none"> Only 2 meetings were held in the Summer term Staff meetings held via teams and in smaller groups that can maintain 2m distance. 	1	4	4	<ul style="list-style-type: none"> Staff briefings and meetings to be held in units or via teams if 2m distance cannot be maintained. 	1	4	4	SR & SMT team	Actioned on 7.9.20 Monitored weekly Completion date: 11.9.20 Updated 28.3.22
Supporting social distancing for collective worship and assemblies	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No assemblies held One assembly a week-recorded and shared via the school website and intranet. 	1	4	4	For Assemblies and collective worship: <ul style="list-style-type: none"> Year groups to maintain social distance All adults to wear masks apart from those who are leading the assembly/worship Parents encouraged to LF and asked to wear masks when attending services/assemblies 	1	4	4	SMT team, Teaching Staff IT staff Admin team	Actioned on 7.9.20 Monitored weekly Updated 28.3.22
Multi-site staff	Multi- Site staff	Multi- site staff that move across school/childc are sites	<ul style="list-style-type: none"> Multi site staff asked to test twice a week 	4	4	16	<ul style="list-style-type: none"> Multi-site staff to test daily with LF 	3	4	12	SMT KB, NG Specialist Teachers	Actioned on 7.9.20 Monitored weekly Updated 28.3.22
Support social distancing for	Pupils Staff	Difficult to maintain social	<ul style="list-style-type: none"> All staff responsible for bubbles no 	3	4	12	<ul style="list-style-type: none"> No additional measures 	2	4	8	SMT CA LC	Actioned on 7.9.20 Monitored weekly



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small group teaching.		distancing amongst school community	smaller group teaching.							SD GT KB & NG	Completion date: 7.9.20 Updated 24.11.21	
Keeping areas clean and free of infection.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Bins to be changed at dinner time and at the end of the day Increased cleaning toilets and areas frequently touched during the day. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 	4	4	16	<ul style="list-style-type: none"> Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. Staff to ensure CO2 monitors are charged, turned on and displaying values 	3	4	12	SR, ML, AH Cleaning team	Actioned on 8.6.20 Monitored daily Completion date: 7.9.20 Updated 24.11.21 Updated 28.3.22
Keeping staff room areas clean and free of infection	staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff to follow hand sanitising procedure before entering the staffroom, after eating or using the toilet Staff to prepare own food and drinks only Staff to wipe down areas they have used Staff to wash, dry and put away anything used 	4	4	16	<ul style="list-style-type: none"> Posters placed around room to encourage 2m distance in the staffroom. Regular checks that cleaning equipment is readily available Expectations shared alongside checklist in staff briefing Staff to wear face coverings (Masks should 	3	4	12	SR, DB Cleaning team	Actioned on 7.9.20 Monitored daily Completion date: 11.9.20 Updated 11.1.21 Updated 24.11.21



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Keeping resources clean	Pupils Staff	If item contains virus such as COVID 19 could spread amongst other users	<ul style="list-style-type: none"> Children from Y1-Y6 have been given their own resources to use on their desk. Not applicable to EYFS. 	4 6	4 5	16 30				<ul style="list-style-type: none"> Musical instruments must be cleaned after use. 	4 5	4 5	16 25	SR & SMT MAT leadership NT Lunchtime Lead AL Music Lead JE & DL PE leads	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Additional controls: Children wearing PE kits all day on PE days.</p> <p>Completion date: 14.9.20</p> <p>Updated 28.3.22</p>
Hand washing & sanitising	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches	<ul style="list-style-type: none"> Pupils educated about effective handwashing requirements Posters around school reminding pupils of importance of handwashing 	3	3	9				<ul style="list-style-type: none"> Hand sanitising units available at all key entrances. 	2	3	6	SR & SMT MAT leadership	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated 28.3.22</p>



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			<ul style="list-style-type: none"> Staff given guidance of key points in the day when pupils hand wash: on entering school, after break times, before eating, after coughing or sneezing. Soap/hand wash available at all sinks PowerPoint to remind children and staff of hand washing protocol on returning to school. 									
Respiratory Hygiene	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Children reminded of appropriate hygiene measures: Coughing into arm Using a tissue once when blowing nose or sneezing. Catch it, bin it, kill it Tissues purchased for each classroom Power Point to remind children and staff of hygiene protocol on returning to school. 	3	3	9	<ul style="list-style-type: none"> Additional Tissues purchased for each classroom 	2	3	6	SR & SMT MAT leadership	Actioned wb: 25.5.20 Monitored weekly Completion date: 7.9.20 Updated 28.3.22
Intimate care for pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including faecal to oral transfer) or if social distancing not possible	<ul style="list-style-type: none"> Intimate care policy PPE bought to reduce risk to staff and pupils when changing pupils. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily Updated 28.3.22
First Aid for staff and pupils.	Pupils Staff	If person has virus such as COVID-19 could spread	<ul style="list-style-type: none"> First Aid Policy PPE bought to reduce risk to staff and pupils when administering first aid. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily



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		on items/people the person touches or if social distancing not possible										Updated 28.3.22
Mental wellbeing	Pupils Staff Parents	The community experiences a COVID breakout or death. Anxiety and stress caused	<ul style="list-style-type: none"> Learning mentor support Mindfulness Key members of staff trained in bereavement counselling SMT daily well-being checks of staff in school Support leaflet full of advice for mental wellbeing for staff and pupils to be created. Mindfulness trail for pupils 	4	4	16	<ul style="list-style-type: none"> SENDCO/pastoral team to access relevant training to support send wellbeing https://www.sendgateway.org.uk/training-events.html Refer staff to Zest, Senior Team, HR 	4	3	12	SR & SMT CA MAT leadership	Actioned on 8.6.20 Monitored daily Completion date: 7.9.20 Updated 28.3.22
Supporting staff and pupils displaying symptoms.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Assess if pupil or staff member is displaying symptoms. Ask staff member to go home and follow government guidance- 7 day self-isolation/14 days family isolation. Phone pupil's family and ask them to pick up child and follow Government guidance 14 days family isolation. If Covid 19 confirmed via testing, inform RIDDOR Designate 'Parent Meeting Room' to be used as an 'exit' space. Pack of resources stored here for PPE for staff sitting with pupils and for immediate cleaning after 	2	5	10	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHE, LA & Government recommendations Staff/pupils to get PCR/LF test if displaying symptoms. Positive cases to isolate following government guidelines for school/childcare settings 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily Updated 28.3.22



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			<p>pupil/staff member has left.</p> <ul style="list-style-type: none"> Pass on key information on how to access testing and ask staff member/parents to report back as soon as they know results of testing. 									
Preventing a spread from a known case.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Pupil/staff member sent home as soon as they display symptoms. If Covid 19 confirmed via testing, inform RIDDOR If a pupil or member of staff is tested and confirms that they have Covid: All pupils and staff that came in to contact with this staff member/pupil must be sent home. Deep clean of the spaces accessed by the staff member/pupil HR/MAT leadership informed. 	2	5	10	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHE, LA & Government recommendations Ask staff member to go home and follow government guidance- for isolation If a child/staff member tests positive for COVID-SMT to inform the LA and send the warn and inform letter to relevant staff and pupils in year group. 	2	5	10	SR & SMT MAT leadership	<p>Actioned on 8.6.20 Monitored daily</p> <p>Updated: 4.1.21</p> <p>Updated 28.3.22</p>

Review date 28.3.22

Signature *S.Rostron, Anna Black, Sarah Bagshaw, Nicola Whittaker*