

St. Bede's College Initial Risk Assessment Covid 19

Area: St. Bede's College and Prep School

This is an initial risk assessment looking specifically at risk of infection from covid 19. This risk assessment must be read in conjunction with classroom and common area risk assessments, specific lesson plans and any care plans or specific person risk assessments for pupils (health and social behaviour) and staff.

Each member of staff is requested to create their own risk assessment for themselves and their work environment; these should be passed to the SLT for evaluation.

AREA/ACTIVITY	HAZARDS	PERSONS AT RISK	SEVERITY / LOSS	POSSIBLE CONTROLS	RISK RATING
Travel to St. Bede's.	Uncontrolled contact with others who may be infected with covid 19.	Staff and Pupils	Dependent on individual from minor symptoms to severe or fatal consequences. Individual personal profiles and risk assessments must be considered for this section.	Avoid public transport. Walk avoiding others or use own transport. Possible parking provided.	Low for isolated travel. Medium for public transport
Entry to grounds.	Uncontrolled contact with others.	Staff and Pupils		Staggered start and finish times. Different access points. People discouraged from assembling in groups.	Low if all safeguards are complied with
Entry to building.	Contact with staff and pupils, possibly contractors or parents/carers. Contact with touch points (door handles etc).	Staff and Pupils		Staggering start and finish times and being aware of your "time slot". Discouraging groups gathering. Floor marked with 2mtr gap strips of tape, distancing adhered to. Frequent sanitising of touch points. Information issued to all regarding risk of infection and self-isolating. Face coverings.	Low if all safeguards are complied with
Contact with others in common areas.	Contact with staff and pupils, possibly contractors. Contact with touch points (door handles etc).	Staff and Pupils		Discouraging groups gathering. Floor marked with 2mtr gap strips of tape, distancing adhered to. Frequent sanitising of touch points. Face coverings.	Low if all safeguards are complied with
Accessing classroom or office.	Group contact with staff and pupils.	Staff and Pupils		Pupils to line up on 2mtr floor markings. Desks spread 2 mtrs apart. Teacher self-distancing. Face coverings.	Low if all safeguards are complied with

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Safety Support

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AREA/ACTIVITY	HAZARDS	PERSONS AT RISK	SEVERITY / LOSS	POSSIBLE CONTROLS	RISK RATING
Use of welfare facilities.	Contact with either other staff for staff or pupils for other pupils. Contact with touch points such as doors, toilet seats, soap dispensers, hand dryers etc.	Staff and Pupils	Dependent on individual from minor symptoms to severe or fatal consequences. Individual personal profiles and risk assessments must be considered for this section.	Staff and pupils use separate welfare facilities. Additional cleaning sanitiser sprays available and facilities cleaned frequently.	Low to Medium if all safeguards are complied with
Staff rooms	Contact with other staff. Contact with soft furnishings. Touch points including computer keyboards, headsets etc. Food and drink making resources.	Staff		Number of staff accessing area kept to minimum. Shared computer keyboards cleaned before and after use. Headsets are not used or personal headsets used and not shared. Hand washing facilities readily available and used. Personal cups, plates, food and drink are stored separately. Shared containers of tea bags, coffee, milk and sugar may be vehicles of transmission and should not be used.	Low to Medium if all safeguards are complied with
Classrooms	Spread of pupils and staff in room.	Staff and Pupils		Access to room is controlled. Desks split and 2mtrs apart. Forward facing Teacher's desk 2 mtrs away. As far as possible windows are open to allow free flow of fresh air.	Low if all safeguards are complied with
Types of resources	Infection transferred on resources.	Pupils, possibly Staff		Resources assessed for value to lesson, ease of affective	Low to Medium if all

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				cleaning, resources not shared around. Lesson plan in place.	safeguards are complied with
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AREA/ACTIVITY	HAZARDS	PERSONS AT RISK	SEVERITY / LOSS	POSSIBLE CONTROLS	RISK RATING
Resources	Items that may be shared or cause a number of pupils to gather to collect.	Pupils	Dependent on individual from minor symptoms to severe or fatal consequences. Individual personal profiles and risk assessments must be considered for this section.	Where possible resources are used by one person only and sanitised after use. Group resources are only used by small groups then sanitised.	Low to Medium if all safeguards are complied with
Teacher communicating with pupil(s).	One to one interaction, possible social distancing issues, sharing resources.	Teachers and Pupils		As far as practical teachers lead from their desk. Face to face contact is minimised by standing to one side or side on.	Low if all safeguards are complied with
Pupil groups and movement around the classroom.	Pupils and resources coming into uncontrolled contact with others.	Pupils, possibly Teachers.		Any working groups are kept to small numbers and do not move from group to group.	Low if all safeguards are complied with
End of lesson classroom exiting	Groups of pupils not distancing and/or coming into contact with other classroom groups.	Pupils and Teachers		Teachers to instruct pupils on method of exit and supervise. Agree with other classrooms in area on staggered times for classroom changeovers.	Low to Medium if all safeguards are complied with
Common areas inside including dining room, library, chapel, offices, staff rooms	Groups gathering, lack of distancing, sharing of items, contact with touch points.	Pupils and Teachers		Numbers accessing areas monitored. All to be alert and aware of their area and move away if distancing is not possible.	Low to Medium if all safeguards are complied with
Common areas outside including playground.	Groups gathering, lack of distancing, sharing of items.	Pupils and Teachers		Numbers accessing areas monitored. All to be alert and aware of their area and move	Low if all safeguards

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				away if distancing is not possible.	are complied with
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AREA/ACTIVITY	HAZARDS	PERSONS AT RISK	SEVERITY / LOSS	POSSIBLE CONTROLS	RISK RATING
Staff wellbeing and safety.	Stress and stress related ailments. Being infected by covid 19	Teachers and Pupils	Dependent on individual from minor symptoms to severe or fatal consequences. Individual personal profiles and risk assessments must be considered for this section.	SLT action plan in place including formal communications. NHS tracing app used. Ample handwashing/sanitising resources available to be used. More frequent cleaning and disinfection. Each classroom has hand sanitiser for general use, teaching staff have separate hand sanitiser, PPE in form of gloves, eye protection and face mask. First Aid cover. Formal procedure for isolation and removal of anyone becoming ill or suffering symptoms of Covid-19. All policies, procedures and risk assessments associated with the covid19 outbreak are reviewed weekly in line with Government/Local Authority guidance and/or immediately in event of an incident of a person becoming ill and suffering the symptoms of Covid-19 confirmed or otherwise. Lateral flow weekly testing introduced for all staff and pupils who consent.	Low to Medium if all safeguards are complied with

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				HR will work with staff to support additional needs. RA will be completed e.g. pregnancy / vulnerable.	
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AREA/ACTIVITY	HAZARDS	PERSONS AT RISK	SEVERITY / LOSS	POSSIBLE CONTROLS	RISK RATING
Disruption due to lack of staff causing College/Prep School to close.	Inadequate staff to safely manage pupil numbers.	Teachers and Pupils	Dependent on individual from minor symptoms to severe or fatal consequences. Individual personal profiles and risk assessments must be considered for this section.	Contingency plan in place to monitor numbers. Staff and Pupils contacted prior to start of day to minimise travel and pupils arriving unsupported. Numbers monitored if due to sickness numbers drop college/prep school will be closed in line with SLT contingency plan.	Low to Medium if all safeguards are complied with
Fire Alarm sounds	Becoming trapped or injured due to evacuation, slow evacuation or not evacuating area.	Teachers and Pupils		Fire and emergency evacuation plan modified by SLT. If fire alarm sounds evacuation MUST take place immediately, social distancing as soon as safely possible and at Fire Assembly point.	Low to Medium if all safeguards are complied with
First Aid and medical cover	Teacher or pupil becoming ill or injured.	Teachers and Pupils		First Aid cover in place with appropriate PPE to be used. Isolation room identified to be used in an emergency. Pupils do not go to Nurse Taylor. Nurse will come to the pupils.	Low to Medium if all safeguards are complied with

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Additional action/controls to be implemented:

Maintain and monitor existing controls.

Information sites such as Government briefings, Local Authority information, Health and Safety Executive instructions are monitored at least daily by the responsible SLT member and acted upon as agreed.

Any amendments to guidance or mandatory requirements are strictly adhered to at all times.

Name of assessors:

Mrs. S. Pike – Headteacher

– Heads of Departments

Malcolm Hammond Chartered Registered H&S Consultant

Risk assessment date: 25 May 2020

Next planned review due: 5 June 2020

Reviewed: 19 August 2020; 6 January 2021.

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25th May 2020

Safety Support