

## Risk Assessment

Location / Site	
<b>ST JOHN'S CATHOLIC SCHOOL</b>	
Activity / Procedure	
Return of whole school in September 2020	
Assessment date	
<b>3<sup>rd</sup> update 13<sup>th</sup> November 2020</b>	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government Guidance states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education settings.”

“In education, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools on implementing protective measures in education to help them reduce the risk of transmission as more children and young people return.”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families. “

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period.

Covid 19 symptoms

No visitors/staff/children/families/contractors can enter the building if they have symptoms. If a child becomes unwell and is waiting to be collected, they should be kept in a room on their own (or supervised depending on their age) with the door closed and a window open. Establish which room/space is to be used. If this child/adult needs to go to toilet before being collected, they should use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it. If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group that the children was with must be informed and their parents arrange testing and a negative result obtained before they can return otherwise they must self-isolate for 14 days.

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space</li> <li>2. Soft furnishings and soft / cloth toys will be removed from classrooms.</li> <li>3. Classrooms set up in rows facing forward from Year 2. Children keep at their tables when in the classroom and use same desk</li> <li>4. Social distancing charter created for the children (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>5. Proactively teaching new rules to parents.</li> <li>6. Staff to teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</li> <li>7. Lessons planned for individual work for Y2 -Y6 (or pairings)</li> <li>8. Feedback/marking – using large whiteboard and interactive whiteboard not close interaction</li> <li>9. Marking to be done as much as possible in lessons by children (updated marking policy focuses on stamps and self assessment).</li> <li>10. Any marking of written work to be done with the child or at the end of the day, wearing plastic gloves.</li> <li>11. Designated area for the teacher where appropriate</li> <li>12. Teacher and TA assigned to particular groups</li> <li>13. Children stay in the classroom for lessons and do not mix with other groups of children unless at outdoor play when some sharing of playground space is inevitable.</li> <li>14. Zoning of playground and playspace.</li> <li>15. Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches more regularly than normal</li> <li>16. School bags to be discouraged.</li> <li>17. No changing of clothes (PE kits) in school.</li> <li>18. Class room doors propped open, and rooms to be well ventilated by window kept open.</li> <li>19. Limit children/staff taking things home and then back to school.</li> <li>20. KS2 children can bring in one pencil case which remains in school if desired.</li> <li>21. Individual books kept on children's desks</li> <li>22. Lessons planned so resources are individual and not shared – or on white board</li> <li>23. Resources on tables ready for lesson and not distributed within the lesson.</li> <li>24. For younger children, the resources made available for child-initiated learning should be carefully considered, eg, malleable resources, such as play dough, should not be shared.</li> <li>25. Ipad trolley rota set up so class uses this for one complete day and then each ipad and the trolley is sanitised.</li> <li>26. Practical resources are needed eg maths cubes they must be organised in advance of the day beginning and must be cleaned after use or left 2 days to decontaminate.</li> <li>27. Tables and other surfaces cleaned in the middle of the day and every night</li> <li>28. Door handles cleaned after school begins, mid-morning, after lunch and at the end of the day for the children.</li> <li>29. Children encouraged to wash hands at regular intervals.</li> <li>30. Risk assessments of SEND children</li> <li>31. Reduced timetable if SEND children are unable to understand social distancing.</li> <li>32. Disposable gloves/ face masks for First Aid which needs 121 close contact.</li> <li>33. Bins emptied throughout the day</li> <li>34. Playcentre used for groups and tables wiped with anti-bac at the end of the session.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<u>Identify hazard</u>			
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus, as well as movement around site.			
<u>Existing level of risk</u>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Allocated toilets for different groups of children</li> <li>2. Agree instructions with children concerning going and returning to toilet.</li> <li>3. Clear instructions for washing hands visible</li> <li>4. Extra soap and hand towels ordered.</li> <li>5. Stock levels to be monitored every other day during term time.</li> <li>6. Adult supervision of toilet areas/corridors</li> <li>7. Children staying in their classroom and accessing playground from classroom door.</li> <li>8. Clean surfaces that children are touching, such as sinks, toilets, light switches more regularly than normal.</li> <li>9. Messages to office during school day – only when this is urgent (TA)</li> <li>10. Registers to be collected and returned by TA</li> <li>11. When moving to the playground – teacher and TA lead the class to use outside doors and ensure the children remain in dedicated play space for the class</li> <li>12. Tables removed from corridor to allow for more space to walk through.</li> <li>13. One class at a time to use the corridor to walk to the Hall for Lunch.</li> <li>14. Lunchtime organised with children sitting at tables and meals already on tables.\</li> <li>15. Playground used for PE – classes exit through back doors. Rota in place.</li> <li>16. PE lessons – PE Days for KS1 and 2 – children arrive in school in PE Kit and wear it all day.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<u>Identify hazard</u>	
------------------------	--

Lack of social distancing waiting to enter and exit site and classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> <li>1. Different gates to be used at the start and end of day to alleviate any congestion.</li> <li>2. Gates to be opened earlier to alleviate congestion before and after school.</li> <li>3. Gathering of parents at school gates managed by use of above.</li> <li>4. Parents to remain off site (no personal callers)</li> <li>5. Queuing system put in place with a process for staff to greet each child, and ensure they wash their hands immediately on arrival.</li> <li>6. Areas established in the playground for the children to line up at the start and end of the day.</li> <li>7. Clear Instructions shared re social distancing with parents and children</li> <li>8. Staff to be on duty to supervise at the gates (maintaining distance from parents)</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard			
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play area (zoned)</li> <li>2. Adult lead lines of children to playspace.</li> <li>3. Children who have had limited opportunities for exercise should be encouraged to exert themselves at break times.</li> <li>4. Establishing which playground games can be played for playtime and PE (can be part of children's SD charter)</li> <li>5. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>6. Water fountains to be turned off and children to know to use own water bottle which will be supervised by staff when re-filling.</li> <li>7. Reduced playtime equipment – hard surfaces and can be easily cleaned.</li> <li>8. Clean surfaces that children are touching, such doors, sinks, toilets, light switches more regularly than normal.</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Diminishing the emotional distress of the children and preparing parents to support children			
<u>Existing level of risk</u>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Preparation and timescales shared with parents.</li> <li>2. Parents to know they are expected to send their child back – it carries some risk, not all risk can be eliminated.</li> <li>3. Parents to know about the new regime in place, no place for them on site, children’s classrooms re-arranged, staggered playtimes, increased hygiene measure, hand washing, etc, etc,</li> <li>4. Parents to understand the start of the school day and dismissal routines.</li> <li>5. Parents to be advised to speak with their children about the return to school, about their feeling and emotions and to use the school website as a resource to prepare children for this return.</li> <li>6. Parents to be advised that telephone support by the Learning Mentor will be available by appointment.</li> <li>7. Parents signposted to stories and books to share with children to explain COVID-19.</li> <li>8. PSHE curriculum adapted for wellbeing – whole class teaching</li> <li>9. INSET Day to include session on PSHE resources to be used to support feelings related to returning to school.</li> <li>10. RE lessons include opportunities for discussion on feelings.</li> <li>11. Reduced time in school for children who are most vulnerable if needed/ requested- to ensure transition is successful from home to school</li> <li>12. Parents to be advised to send their child to school with a water bottle.</li> <li>13. Parents to be advised to practise use of tissues with children – catch it, kill it, bin it.</li> <li>14. Parents to practise cough or sneeze into crook of elbow with their child.</li> <li>15. Teachers to plan for opportunities for children to talk about their experiences of the past few weeks</li> <li>16. Re-focused lessons on relevant topics, for example, mental wellbeing or staying safe</li> <li>17. Pastoral activity, bonding activities to provide positive opportunities to renew and develop friendships and peer groups</li> <li>18. Enrichment developmental activities to be planned for children and shared with parents at home and on website.</li> <li>19. Recovery curriculum in place to support gaps and allow for smooth re-introduction back into formal education.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE

<u>Identify hazard</u>			
Safety, Well-being and hygiene protocols staff / adults – including Contractors			
<u>Existing level of risk</u>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process</li> <li>2. Sharing of support helplines with staff.</li> <li>3. Reviewing any well-being issues effecting staff and keeping these under review.</li> <li>4. Using outcomes of health self-assessments to review travel arrangements with staff.</li> <li>5. Designated staff member to go to for sign-posting – current Well-being Champion.</li> <li>6. Clear protocol for staff to share concerns which recognises concerns that may need to be dealt with urgently and those that can be addressed at the end of the school day.</li> <li>7. Risk assessments reviewed</li> <li>8. Staff rota established for supervision over lunchtime</li> <li>9. Staggered break and lunch times to enable staff in Staff Room to practise social distancing</li> <li>10. ICT Suite for use by adults only</li> <li>11. Planned time for PPA within the week</li> <li>12. Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of protocols.</li> <li>13. Review contractors protocols for coherence with schools</li> <li>14. Hygiene supplies for staff to be monitored.</li> <li>15. Hand cream/barrier cream to be available for staff.</li> <li>16. Visitors to site: Only if necessary eg, post, for Health and Safety reasons, repair and maintenance or by prior appointment</li> <li>17. Visitors/contractors coming on to site to wear a mask</li> <li>18. Additional 'staff room' area – PPA Room. Additional kettle and microwave available to avoid queues.</li> <li>19. All staff given a thermal cup in order to be able to take a hot drink back to classroom in the morning/ lunchtime/ after school in order to avoid congestion in staff room.</li> <li>20. ICT Suite to be used for PPA</li> <li>21. Visors available for staff during times such as small group work, lunchtime.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<u>Identify hazard</u>		Breakfast and After School Club	
Maintaining social distancing and limiting contact from those outside the community			
<u>Existing level of risk</u>		Consider current level of risk	
<b>HIGH</b>	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> <li>1. Limiting number of children in BC to 18.</li> <li>2. Limiting number of children in ASC to 15.</li> <li>3. Limiting parents of BC on entering site – parents signing children in at school reception.</li> <li>4. Limiting parents of BC on entering site – Changing latest drop off time for BC to 8.20am.</li> <li>5. Limiting parents when collecting children from ASC – use of exterior gate in the middle playground (parents to telephone staff in arrival at gate). Staff will then ensure child washes hands and collects their bag/coat and will escort child to gate and then lock it again once child has left.</li> <li>6. End of ASC session brought forward to 5.30pm to enable additional cleaning time.</li> <li>7. End of BC session will be at 8.45am when children go to class, allowing additional 15 minutes of cleaning.</li> <li>8. Communication of new arrangements will be communicated by letter in advance of the first day of term.</li> <li>9. Washing hands routine to be established for BC on entering the school and at 8.40am.</li> <li>10. Washing hands routine to be established for ASC on entering (3.30pm), before eating and on leaving.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Shared with teaching staff and when?	Shared with support staff and when?	Shared with office and site staff and when?
Start of September and end of September following review.	Start of September and end of September following review	Start of September and end of September following review

Headteacher's comments	Insert comments relevant to assessment as appropriate
<p>Things still to consider:</p> <p>Emotional well-being of staff who are working with ever changing parameters</p> <p>Ongoing communication with parents</p> <p>Continuing community – re-establishing parish-home-school links.</p> <p>Staff workload – marking, feedback and commuting (given ongoing public transport difficulties)</p>	

Name of HT	Signature of HT	Date
Janice Babb		