

Risk Assessment

Location / Site	Insert location and site where activity taking place
ST JOHN'S CATHOLIC SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Return of whole school – March 2021	
Assessment date	Insert date when assessment is being carried out
26/2/21 – updated	

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

Return to school procedures have been put in place following careful consideration. This has included compilation of a staff vulnerability list, which details who has had a vaccine and who has been tested positive for COVID.

The decision to stagger the start of the return to school in March has been made linked to this. Year 6 will return first as they are the most vulnerable year group, as the focus on preparing for secondary school in key. In addition, families will receive notification of their secondary schools on 1st March; if children are in school this will support families who may not get their choice of school.

Early Years and KS1 will join on 8th March and 4 days will be given to settle the children in before the rest of KS2 join the school.

Covid 19 symptoms – details from Southwark LA and DFE guidance

No visitors/staff/children/families/contractors can enter the building if they have symptoms. People who are ill must stay at home. They should follow 'stay at home guidance'.

If a child or adult 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. PPE may be worn where appropriate/where necessary. Adults or children in contact should ensure that they wash their hands immediately. Active engagement with NHS Test and Trace process to book a test if symptomatic.

If schools become aware that someone has tested positive, they should contact the local health protection team. This team will also contact you if they become aware that someone at your school has tested positive. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.

<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	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Grouping children together in consistent bubbles and avoiding contact between bubbles (see further detail below). A bubble is a year group/class. 2. Removal of excess furniture to increase space 3. Soft furnishings and soft / cloth toys has been removed from classrooms. 4. Classrooms set up in rows facing forward from Year 3. Children keep at their tables when in the classroom and use same desk. 5. Social distancing charter created for the children from September reviewed (Include instructions how to line up, use of toilet, moving around the classroom etc). 6. Proactively informing parents of new rules through letters on the website. 7. Staff to remind and supervise health and hygiene arrangements e.g. handwashing, tissue disposal toilet flushing. 8. Lessons planned for individual work for Y2 -Y6 (pairings but not group work) 9. Feedback/marking – using large whiteboard and interactive whiteboard not close interaction 10. Marking to be done as much as possible in lessons by children (self-assessment). 11. Any marking of written work to be done at the end of the day, wearing plastic gloves. 12. Mark out a designated area for the teacher where appropriate 13. Teacher and TA assigned to particular groups 14. Children stay in the classroom for lessons and do not mix with other groups of children. 15. Zoning of playground and playspace to allow each bubble to remain separate. 16. Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches more regularly than normal 17. School bags not permitted – except reading bags. 18. No changing of clothes (PE kits) in school. PE days for each key stage in place. 19. Class room doors propped open, and rooms to be well ventilated by window kept open. 20. Limit children/staff taking things home and then back to school. 21. KS2 children can bring in one pencil case which remains in school if desired. 22. Individual books kept on/in children's desks 23. Lessons planned so resources are individual and not shared – or on white board 24. Resources on tables ready for lesson and not distributed within the lesson. 25. For younger children, the resources made available for child-initiated learning will be carefully considered 26. ICT suite not in use by children. Ipad trolley rota set up so class uses this for one complete day and then each ipad and the trolley is sanitised. 27. If 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. 28. Tables and other surfaces cleaned every night 29. Door handles cleaned after school begins, mid-morning, after lunch and at the end of the day for the children. 30. Children encouraged to wash hands at regular intervals. 31. Risk assessments of SEND children and reduced timetable if SEND children are unable to understand social distancing. 32. Disposable gloves/ face masks for First Aid which needs 121 close contact. 33. Bins emptied throughout the day 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 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	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Allocated toilets for different groups of children. 2. KS2 toilets are monitored for use by staff. 3. Agree instructions with children concerning going and returning to toilet. 4. Clear instructions for washing hands visible. 5. Wedges for the toilet external toilet doors if not fire doors. 6. Extra soap and hand towels ordered. 7. Stock levels to be monitored every other day during term time. 8. Adult supervision of toilet areas/corridors. 9. Children staying in their classroom and accessing playground from classroom door. 10. Clean surfaces that children are touching, such as sinks, toilets, light switches more regularly than normal. 11. Messages to office during school day – only when this is urgent (TA). 12. Registers to be collected and returned by TA. 13. Messages to be sent only when necessary by an adult. 14. 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 15. Where possible, tables removed from corridor to allow for more space to walk through. 16. One class at a time to use the corridor to walk to the Hall for Lunch. 17. Playground used for PE where possible – classes exit through back doors. Rota in place. If using the Hall all doors to the outside to be kept open for ventilation. 18. PE equipment to be cleaned after use by a bubble. 19. PE lessons – children wear PE Kits to school on PE days. 20. Assemblies to be led on Zoom. 21. Staff returning to school may be asked to work in another bubble in order to not compromise existing bubbles. 22. Music lessons to be led with half a class on rota. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 waiting to enter site and classroom in morning resulting in direct transmission of the virus as well as times beyond the school day.			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Different gates to be used for each phase at the end of day. Gate to be opened at 3.10pm to allow for staggered dismissal and avoid crowding at gate. Nursery – Nursery gate Reception – EY Main door KS1 Year 3 and 4 – Fire Gate (classes to line up in front of this area). Y 4, 5,6 – Main Gate 2. Gate to open early at 8.40am to stagger arrival for Y1-6. 3. Parents to remain off site (no personal callers) 4. Queuing system put in place with a process for staff to greet each child, and ensure they wash their hands immediately on arrival. 5. No gathering of parents at school gates. 6. Clear Instructions shared re social distancing with parents and children through letters and website. 7. Staff to be on duty to supervise (at a distance from parents) 8. If children are known to spend time with others e.g. party, get-together - all pupils involved will be asked to remain at home for 10 days, to ensure the bubbles are not compromised. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 during playtimes and lunchtimes resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area (zoned) 2. Adult lead lines of children to playspace. 3. Children who have had limited opportunities for exercise should be encouraged to exert themselves at break times. 4. Establishing which playground games can be played for playtime and PE (can be part of children's SD charter) 5. Staff supervision throughout – actively encouraging and insisting on social distancing 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. 7. Reduced playtime equipment – hard surfaces and can be easily cleaned. 8. Clean surfaces that children are touching, such doors, sinks, toilets, light switches more regularly than normal. 9. Staff rota to be established for supervision over lunchtime so that each class has an adult supervising playground and lunch hall. 10. Plastic gloves should be worn by staff in the lunch hall. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Diminishing the emotional distress of the children and preparing parents to support children on their return to school in order for learning to start with a focus and momentum to make up for lost time.			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Preparation and timescales shared with parents. 2. Parents to know they are expected to send their child back – it carries some risk, not all risk can be eliminated. 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, 4. 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. 5. RE lessons include opportunities for discussion on feelings. 6. KS1 and 2 children made aware that there are no individual sessions with the School Learning Mentor – children encouraged to share problems at the appropriate time. 7. Reduced time in school for children who are most vulnerable if needed/ requested- to ensure transition is successful from home to school 8. Parents to be advised to send their child to school with a water bottle. 9. Parents to be advised to practise use of tissues with children – catch it, kill it, bin it. 10. Parents to practise cough or sneeze into crook of elbow with their child. 11. Teachers to plan for opportunities for children to talk about their experiences of the past few weeks 12. Re-focussed lessons on relevant topics, for example, mental wellbeing or staying safe 13. Pastoral activity, bonding activities to provide positive opportunities to renew and develop friendships and peer groups 14. Enrichment developmental activities to be planned for children and shared with parents at home and on website. 15. Simple assessments completed on children's return to support planning for the term. 16. Focus on basic skills in Reading, Writing and Maths for each year group to get children straight back into learning atmosphere. 17. Local walks to be planned as part of the curriculum to support enrichment programme for children. 18. Feedback from children working at home to be considered when staff are planning for this term. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Safety, Well-being and hygiene protocols staff / adults – including Contractors			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process 2. Sharing of support helplines with staff. 3. Reviewing any well-being issues effecting staff and keeping these under review. 4. Teaching and non-teaching staff will be provided with twice-weekly flow tests for use at home. This includes permanent, temporary and voluntary school staff. 5. 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. 6. Risk assessments reviewed 7. Separate risk assessment for the office area 8. Staff rota to be established for supervision over lunchtime 9. Additional places for staff to eat lunch provided (PPA Room and Playcentre) to avoid too many people in the staff room. 10. Thermal cups provided for each staff member for hot drinks to avoid over crowding in staff room. 11. Cleaning of staff room between occupancy 12. ICT Suite for use by adults only 13. Stagger use of the photocopiers. 14. Planned time for PPA within the week 15. Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of protocols. 16. Review contractors protocols for coherence with schools 17. Hygiene supplies for staff to be monitored. 18. Hand cream/barrier cream to be available for staff. 19. Visitors to site: Only if necessary eg, post, for Health and Safety reasons, repair and maintenance or by prior appointment 20. When administering medical supplies to children e.g. asthma pump plastic gloves should be worn. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	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	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Limiting number of children in BC to 18. 2. Limiting number of children in ASC to 15. 3. Limiting parents of BC on entering site – parents signing children in at school reception. 4. Limiting parents of BC on entering site – Changing latest drop off time for BC to 8.20am. 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. 6. End of ASC session brought forward to 5pm to enable additional cleaning time, whilst restrictions are still in place. This will be reviewed for the summer term. 7. End of BC session will be at 8.45am when children go to class, allowing additional 15 minutes of cleaning. 8. Communication of new arrangements will be communicated by letter in advance of the first day of term. 9. Washing hands routine to be established for BC on entering the school and at 8.40am. 10. Washing hands routine to be established for ASC on entering (3.30pm), before eating and on leaving. 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Attendance and safeguarding	
Ensuring children come to school and following up on absences and school refusals.			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Communication to parents, expectations and encouragement as school attendance become mandatory once again in March. 2. Identify small number of pupils under a specialist health professional and the care needed before a return to school. 3. Ensuring access to, and engagement with, remote learning where pupils are off school and complying with clinical/public health advice. 4. identify reluctant pupils/families, particularly disadvantaged, vulnerable pupils & those persistently absent before COVID-19 5. Telephone calls made to families as above in first week of term. 6. Develop plans for re-engagement 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		

Shared with teaching staff and when?	Shared with support staff and when?	Shared with office and site staff and when?
Week beginning 1/3/21	Week beginning 1/3/21	Week beginning 1/3/21

Headteacher's comments	Insert comments relevant to assessment as appropriate

Name of HT	Signature of HT	Date
Janice Babb		

Risk assessment reviews	Ongoing
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