

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

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| MASTER Risk Assessment |
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| Location / Site | Insert location and site where activity taking place |
| ABBEY CATHOLIC PRIMARY SCHOOL | |
| Activity / Procedure | Insert name/type of activity or procedure being assessed |
| Wider reopening – to all pupils | |
| Assessment date | Insert date when assessment is being carried out |
| 20/07/2020 | |

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

Government guidance states for schools states:

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

“The advice seeks to support staff working in schools, colleges and childcare settings, 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 and childcare settings.”

“In education, childcare and social care settings, 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, colleges and child care settings on implementing protective measures in education and childcare settings 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.

This will include:

Consideration of the pupils' mental health and well being

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

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| <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 | | | |
| Existing level of risk | | 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. All pupils will be expected to return to school from 3rd September 2020 2. Remove excess furniture to increase space if space to do so– (excess tables to be utilised to create a barrier in corridor) 3. Children keep to their desks when in the room 4. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) 5. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 6. Children spoken to re the need for social distancing 7. Lessons planned for individual work (not pairings or group work) 8. Feedback – using large whiteboard and visualizer and interactive whiteboard, live marking to be used 9. Mark out an area for the teacher – 2m distancing at front of room 10. Children to use same desk if returning next day 11. Bags, coats and lunchboxes kept in children’s lockers, parents have been asked to send minimal items into school | | | |

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| <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 | | | |
| Existing level of risk | | 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. Limit the number of children from each class able to access the bathroom (one boy and one girl from each class), when whole groups using bathroom this is to be facilitated by the class teacher. 2. Extra Signs in toilet re washing hands 3. Extra soap ordered to ensure we do not run out | | | |

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| <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 the building in morning and at the end of the day resulting in direct transmission of the virus | | | |
| Existing level of risk | | 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 gate for Year group parents to arrive and leave from, parents to stay outside of school boundary (bottom carpark gate) 2. Instructions shared re social distancing between families in the morning with parents and children 3. Signage for parents and children displayed outside the classroom 4. SLT to be on duty to supervise 5. Staggered drop off and pick up times for different year groups. 6. Different gates being utilised for drop off and pick up to minimise pinch points. | | | |

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| <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 | | | |
| Existing level of risk | | 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 in the first instance – Year group to use section of the playground as their outdoor area. 2. Playground has been sectioned in Zones 3. Reduced playtime equipment – hard surfaces and can be easily cleaned 4. Playground equipment to be rotated and stored for 72 hours before being reused 5. Games which encourage social distancing – football passing, catch etc 6. Staff supervision throughout – actively encouraging and insisting on social distancing 7. Extra outdoor space (Staff Carpark) being utilised as additional outdoor area for Y6 8. Reception will not be accessing the main playground, using their outdoor space for all ‘breaks’ | | | |

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| <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 when eating lunch resulting in direct transmission of the virus | | | |
| Existing level of risk | | 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. Children eat in the hall, staggered supervised by classroom staff 2. Children who bring packed lunch will be asked to provide disposable packaging that can be thrown away after eating – packed lunches kept under children’s tables with bags 3. Children who eat school meals will not share equipment 4. Hall will be divided into two zones - with separate bubbles using designated areas. 5. Hall to be cleaned down between each lunch sitting by a designated team of staff. | | | |

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| <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 corridors resulting in direct transmission of the virus | | | |
| Existing level of risk | | 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. Children staying in their classroom except when accessing outside area 2. Staff to accompany class group to outdoor area 3. Messages to office to be sent by staff members electronically, if required personal devices used to contact office staff 4. One boy/girl to be allowed out of class to the toilet at any time 5. Where possible one-way system around the school 6. Agree instructions with children concerning going and returning to toilet e.g. to wait outside if someone already in toilet area | | | |

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| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Contact of shared resources resulting in indirect transmission of the virus | | | |
| Existing level of risk | | 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. Children will be provided with required stationery 2. Tubs of resources for class bubbles if needed – maths cubes etc 3. Tables, door handles and other surfaces cleaned with anti-bacterial cleaner every night 4. Lessons planned so resources are individual and not shared where possible – or on white board 5. Resources on tables ready for lesson and not distributed within the lesson, minimal use of photocopied resources. 6. Children encouraged to wash hands / use hand gel regularly | | | |

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| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Emotional distress of the children | | | |
| Existing level of risk | | 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. Children to have class teacher (if possible, under vulnerable staff guidance) in the first instance. 2. Small numbers of children to support their emotional need 3. Children to remain with allocated staff members – do not mix with other groups outside of their year group 4. Mentoring provision available for children who are distressed | | | |

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| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Emotional distress of the staff – including anxiety | | | |
| Existing level of risk | | 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 – input into hazard identification and control measures 2. Staff meeting regularly to discuss concerns and shared control measures 3. Sharing of support helplines 4. At least one MHFA member of staff available each day for staff to share concerns with 5. Separate risk assessment for the office area 6. Planned time for planning and preparation within the week | | | |

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| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus | | | |
| Existing level of risk | | Consider current level of risk | |

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| HIGH | MEDIUM | LOW | NEGLIGIBLE |
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| <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. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Face shield provided for all staff. 3. Extra gloves ordered 4. Some visors also ordered if needed 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk <p>Note the Government guidance states “Wearing face coverings or face masks is not recommended”</p> | | | |

| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
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| Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus | | | |
| Existing level of risk | | 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. Hand washing facilities in all classrooms (Y6 using Hand sanitiser) - extra time to be built in throughout day to ensure all children regularly get opportunities to wash hands. 2. Hand gel dispenser in class/hand washing facilities in near toilet block 3. Hand gel order in large quantities 4. Where handwashing not available in classroom, children should use their allocated toilet block and have anti-bacterial hand gel available in classrooms 5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 6. Washing hands posters in all washing areas 7. Reminders how to wash hands properly – videos and posters | | | |

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| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Risk of infection due to lack of cleaning resulting in indirect transmission of the virus | | | |
| Existing level of risk | | Consider current level of risk | |

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| HIGH | MEDIUM | LOW | NEGLIGIBLE |
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| <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. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti-bacterial cleaner 2. Cleaning staff will be guided by their company about the use of PPE equipment and follow company guidelines. 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys will be removed from use in classroom | | | |
| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
| Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus | | | |
| Existing level of risk | | 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. To follow the local government guidelines should a local lockdown occur. 2. School to follow latest guidance and work with Public Health/Track and Trace in all instances of children/adults contracting the disease. | | | |

| <u>Identify hazard</u> | | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards | |
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| Potential spread of symptoms | | | |
| Existing level of risk | | 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 | |

ABBHEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.
- Any pupil who displays signs of being unwell is immediately referred to the SLT.
- Ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Any siblings of unwell pupil are also sent home.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.

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| 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 | | |
| <p>School have actioned Government guidelines.</p> <p>Without clear scientific evidence, and with reduced safety precautions compared to other institutions, School leaders are unable to confidently state the risk of transmission and subsequently to life is any lower than high.</p> | | | |

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| Head of School's name | Signature | Date |
| Joseph McTernan | J.McTernan | 20/7/20 |
| Chair of Governor's name: | Signature | Date |
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