

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

MASTER Risk Assessment

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
Reception RE-OPENING	
Assessment date	Insert date when assessment is being carried out
21/5/2020 – to be updated regularly until re-opening	

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

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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. Reduce the number of children in the classroom to encourage social distancing (Reception space will hold no more than 30 children) 2. Remove excess furniture to increase space where possible 3. Charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc) 4. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise and constant reminders for adherence and sanctions for non-compliance 5. Children to have constant reminders for good hygiene. 6. Lessons planned for individual work (not pairings or group work) 7. Teacher and TA are assigned to these children and stay with these children throughout the day (<i>and on sub-sequent days</i>) 8. Children stay in the classroom for majority of the day and not mix with other groups 9. Bags, coats and lunchboxes to be keep in lockers 			

<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. Limited number of children to go to the toilet at one time. 2. Adults supervise children whilst washing hands correctly 3. Extra Signs in toilet re washing hands 4. 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 Reception parents to arrive and leave from. 2. Instructions shared re social distancing between families in the morning with parents and children 3. SLT to be on duty to supervise 4. Staggered drop off and pick up times for different year groups, if required 5. Children not to access lockers during day. 			

<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. Reception to use the upstairs reception play area 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games which encourage social distancing – football passing, catch etc 4. Staff supervision throughout – actively encouraging social distancing 5. Staff to take staggered breaks where/ when appropriate 			

<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. Area cleaned down between each group 3. Children who bring packed lunch will be asked to provide disposable packaging that can be thrown away after eating – packed lunches kept in lockers 4. Children who eat school meals will not share equipment 			

ABBAY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

<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. Limit number of children using toilets. 3. Messages to office to be sent via email, including registers. 4. Staff use empty classrooms to maximise the distance between each other 5. Where possible, one way system around the school – safety concerns 6. Agree instructions with children concerning going and returning to toilet e.g. to wait outside if someone already in toilet area 7. When moving class around the school – 2 metres between children – one adult at back encouraging the distance is maintained. 			

<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. Selection of easily cleanable resources to be available and not shared between groups 2. Limit on the number of children at an activity (adult to set clear expectations as to how many children can access each activity at one time) 3. Resources washed each night and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned with anti-bacterial cleaner every night 5. Lessons planned so resources are used prepared and distributed with minimal transferal during day. 6. Children encouraged to wash hands / use hand gel routinely throughout day. 			

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

<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 and TA (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 4. Reduced time in school, for individuals if necessary, to ensure transition is successful from home to school 5. Mentoring provision available for children who are distressed 			

<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 – virtually – to discuss concerns and shared control measures 3. Sharing of support helplines – 4. At least one MHFA member of staff available every day for staff to share concerns with 5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 6. Separate risk assessment for the office area 7. Planned time for planning and preparation within the week 8. Extremely vulnerable staff (Shielding) work from home 9. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 			

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

<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	
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. 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 shields provided to every staff member. 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	
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. All children regularly encouraged to wash hands. 2. Hand soap dispenser in classrooms 3. Hand soap ordered in large quantities 4. 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 5. Washing hands posters in all washing areas 6. Reminders how to wash hands properly – videos and posters 			

ABBHEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

<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	
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 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 classrooms 5. Cleaners in work throughout lockdown 			

ABBEY CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

<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. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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	
<ul style="list-style-type: none"> • 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 SLT. • Ensure that any unwell pupils are moved to Campion 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>			

Head Teacher's name	Signature	Date
Chair of Governor's name:	Signature	Date