

<b>Educational Setting</b>	<b>St Mary and St Peter Catholic Primary School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	Jade Block 12 <sup>th</sup> January 2021
<b>Review Date</b>	<b>22<sup>nd</sup> Jan 2021</b>

<b>What are the hazards?  Who might be harmed?</b>	<b>Risk controls</b>	<b>Further guidance/notes</b>	<b>Actioned by who?</b>	<b>Date required</b>	<b>Complete? Date completed</b>
Prevention	<ul style="list-style-type: none"> <li>• minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>• <a href="#">clean hands thoroughly more often than usual</a></li> <li>• ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>• <a href="#">introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</a></li> <li>• <a href="#">minimise contact between individuals and maintain social distancing wherever possible</a></li> <li>• <a href="#">where necessary, wear appropriate personal protective equipment (PPE)</a></li> </ul>	<ol style="list-style-type: none"> <li>1. Isolation room created and staff trained to look after pupils waiting for collection. PPE available for staff when doing this.</li> <li>2. To have sufficient stocks of soap, paper towels and/or hand sanitizer available in all required locations. Ensure wash basins available/in good working order in all class rooms.</li> <li>3. Cleaning products available for all class</li> </ol>	All staff	5/1/21	Done - 5/1/21

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		rooms, offices and communal spaces			
<a href="#">Response to any infection</a>	<ul style="list-style-type: none"> <li>• <a href="#">engage with the NHS Test and Trace process</a></li> <li>• manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• contain any outbreak by following local health protection team advice</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff know what is required of them.</li> </ul>	All staff  HOS	5/1/21  5/1/21	Done 5/1/21
Contingency planning for a further outbreak	<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>• Remote learning strategy to be followed for keyworker and vulnerable children</li> </ul>		SLT and Teaching staff	5/1/21	Done Updated 5/1/21
Social Distancing in school – staff and pupils	<ul style="list-style-type: none"> <li>• Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>• Staff to enter school building/porch one at a time allowing for staff to sign in using non-contact system.</li> <li>• TA to enter class rooms by external classroom doors</li> <li>• Each classroom to be a ‘bubble’ and not mix with other bubbles.</li> <li>• All classrooms (bubbles) to accommodate a maximum of 15 pupils, 1 teacher and 2 TAs.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>• SLT checks to ensure this is adhered to.</li> <li>• Desks arranged so that pupils face the front</li> </ul>	All staff  Teaching staff/staff in allocated groups  Teaching staff/staff in allocated groups	By 6/1/21	All actioned 5/1/21

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	<ul style="list-style-type: none"> <li>• All pupils to have own desks to ensure social distancing in each bubble.</li> <li>• Class furniture moved or placed in a position to reduce pinch points, ensuring that free movement is possible.</li> <li>• Secure any rooms / facilities not required and / or not in use - clean any areas identified as not being needed for extended periods of time. This will reduce potential contamination.</li> <li>• Lines 2m apart on playground for children to line up when entering the class room after break/lunchtime</li> <li>• Lines 2m apart at external door pick up points for parents to collect</li> <li>• Staff room to be in the school hall, library and hub, as well as the staff room to allow for social distancing. Only a max of 3 people at a time in main side of staff room and 2 at the work station end.</li> <li>• Staff must clean down the table and chair where they have sat before they leave, using products provided.</li> <li>• Corridors to have tape and arrows down the centre to ensure pupils and staff keep to one side.</li> <li>• One-way system put in place down the pastoral corridor.</li> <li>• One-way system put in place around the outside of the school for parents to follow during drop off and pick up.</li> </ul>	<p>where appropriate for age and activity.</p> <ul style="list-style-type: none"> <li>• EYFS to form one bubble</li> <li>• Y1 &amp;Y2 to form one bubble</li> <li>• Y3&amp;Y4 to form one bubble</li> <li>• Y5&amp;Y6 to form one bubble</li> </ul> <ul style="list-style-type: none"> <li>• Each bubble to have small units of first aid equipment for less urgent incidents. PPE equipment for each class in case of a pupil displaying Covid-19 symptoms.</li> </ul> <ul style="list-style-type: none"> <li>• Year 5 and 6 to use the main playground gates at drop off and pick up to reduce congestion near year 1 and 2 classrooms. Must follow the arrows and use the gate allocated for entering.</li> </ul>	<p>Class Teacher</p> <p>KL</p> <p>KL/cleaning staff</p> <p>KL</p> <p>Teaching staff</p> <p>Class teams</p> <p>KL</p> <p>SLT</p> <p>KL/SLT</p>	<p>By 6/1/21</p>	<p>All actioned 5/1/21</p>

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	<ul style="list-style-type: none"> <li>• All parents advised to wear a mask when on school site.</li> <li>• Only one parent/carer to drop off and collect at a time.</li> <li>• Photocopier moved to main school foyer to allow for ventilation. Hand sanitiser to be used before and after use. Staff to clean down the photocopier keypad before and after use with products provided.</li> <li>• First aid space – only 1 adult with child to be admitted except in emergency situations.</li> <li>• Signage displayed to remind staff and pupils about SD and hygiene rules.</li> <li>• Each year group to be allocated their own toilet cubical in the girls toilets, apart from year 5 and 6 who share one due to not being enough for each year group, but are one class bubble.</li> <li>• Only one pupil at a time to go to the toilet from each class bubble to avoid queuing.</li> <li>• Staff to wear masks in shared space such as in corridors, staff rooms and if visit other class rooms.</li> <li>• Pupils to not leave seat without asking permission from the teacher</li> </ul>		<p>SC</p>		
<p>Cleaning of school site</p>	<ul style="list-style-type: none"> <li>• More frequent cleaning procedures should be in place across the site at different points throughout the day by staff and at the end of each day by cleaners, particularly in communal areas and at touch points including:</li> </ul>	<ul style="list-style-type: none"> <li>• If an outbreak or bubble closure due to someone testing positive</li> </ul>	<p>Teaching teams, KL and cleaning staff</p>	<p>By 6/1/21</p>	<p>Actioned 5/1/21</p>

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	<ul style="list-style-type: none"> <li>○ Taps and washing facilities,</li> <li>○ Toilet flush and seats,</li> <li>○ Door handles and push plates,</li> <li>○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, tables, door handles</li> <li>○ Telephone equipment,</li> <li>○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.</li> <li>● All classrooms have cleaning products to ensure cleaning can take place throughout the day where needed.</li> <li>● Staff to clean their area (table and chair) after their break.</li> <li>● All soft furnishings must be cleaned or sprayed with cleaning product at end of day where possible.</li> <li>● Cleaning staff will ensure a thorough clean at the end of each day ready for the pupils and staff to be in the next day.</li> <li>● Children to be allocated the same desk each day where possible, if in daily.</li> <li>● Children to be given their own pack of equipment to use each day where possible.</li> <li>● Signing in app contactless to avoid touching</li> </ul>	<p>with covid-19, then any area/room they have accessed should be secured and then undergo a thorough clean by Little Gems and caretaker.</p> <ul style="list-style-type: none"> <li>● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</li> <li>● Areas used by unwell staff and pupils who need to go home will</li> </ul>	<p>KL and cleaning staff</p> <p>Also teaching team throughout the day</p> <p>Teaching team</p> <p>KL and cleaning staff</p> <p>Teaching team</p> <p>Teaching team</p>	<p>On a daily basis</p> <p>6/1/21</p> <p>On a daily basis</p> <p>On a daily basis</p>	<p>5/1/21</p> <p>Actioned 5/1/21</p>

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	<ul style="list-style-type: none"> <li>• Wooden play equipment and outdoor gym in main playground to be cordoned off and not used.</li> <li>• Where wooden play equipment is used in the nursery playground – pupils must wash their hands afterwards.</li> <li>• Pupil toilets to be cleaned regularly throughout day</li> <li>• Staff toilets to be cleaned by staff after each use</li> </ul>	<p>be appropriately cleaned once vacated. See the COVID-19: <a href="#">cleaning of non-healthcare settings guidance.</a></p>	<p>KL   Teaching team</p>	<p>6/1/21</p>	<p>5/1/21</p>
<p>Lunchtime Catering facilities</p>	<ul style="list-style-type: none"> <li>• Our catering provider will provide pupils in school with a packed lunch – delivered at 11am each day.</li> <li>• Teaching team who handles the lunch bags to wear gloves when passing to pupils.</li> <li>• Lunch eaten in classroom bubbles.</li> <li>• Staggered lunch times to support no mixing at outside play</li> </ul>	<ul style="list-style-type: none"> <li>• All staff should bring a packed lunch</li> <li>•</li> </ul>	<p>Teaching teams and SLY</p>	<p>6/1/21  Daily</p>	<p>6/1/21</p>
<p>Fire Safety</p>	<ul style="list-style-type: none"> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> <li>• Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing where possible, when at the evacuation point.</li> </ul>		<p>KL/ HOS   HOS</p>	<p>Daily</p>	<p>5/1/21</p>

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	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plan (PEEP) will be discussed with certain individuals.</li> </ul>				
<p>Access of school building</p>	<ul style="list-style-type: none"> <li>Where possible, doors can be propped open to reduce the need for touch (fire protection measures must be adhered to).</li> <li>Wipes and sanitiser available at internal and external doors.</li> <li>Increased cleaning of handles and touch plates throughout day.</li> <li>Non touch signing in app.</li> <li>Visitors to school to wear a mask/visor</li> <li>No parent to come into foyer – to call the school to discuss any matters instead</li> <li>Only essential visitors allowed on site (Health/education).</li> <li>TA to arrive to classrooms via external classroom doors</li> <li>1 staff member in foyer at a time</li> </ul>	<ul style="list-style-type: none"> <li>Priority must be given to disabled users and those identified as having health related issues</li> <li>Signs displaying advice</li> </ul>	<p>All school team</p> <p>KL</p> <p>Teaching staff</p>	<p>Daily</p>	<p>5/1/21</p>





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	<ul style="list-style-type: none"> <li>Waste such as tissues used by a person with symptoms must be double bagged and left for 72 hours outside before being put in the outside waste bin.</li> </ul>	immediately after carrying out this activity.			
Break/Lunch times	<ul style="list-style-type: none"> <li>Stagger breaks/lunchtimes to achieve the social distancing.</li> <li>School field divided into sections.</li> <li>All staff to make tea/coffee in staff room and leave, to go to their allocated staff room – library, hub and hall.</li> <li>Only 3 people in the ‘usual staffroom’ at one time and 2 down the computer end at one time.</li> <li>Staff room moved to the hall due to large space, hub and library to avoid staff mixing in the same small area.</li> <li>Staff can also remain in their own classroom or go outside for their breaks.</li> <li>Cleaning products provided in allocated areas for staff to clean down after each use.</li> </ul>		HOS  HOS  All staff	Daily	5/1/21
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> <li>Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> have been advised to work from home.</li> <li>Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u>, have a risk assessment completed to identify any suitable control measures that are in place before returning to work/school.</li> </ul>	<ul style="list-style-type: none"> <li>Individual care plans reviewed in light of COVID.</li> </ul>	HOS  SENCo/PB	6/1/21	5/1/21

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	<ul style="list-style-type: none"> <li>Any staff who are age 60 or over to have a risk assessment</li> </ul>		JB		Dec 2021
Contractors	<ul style="list-style-type: none"> <li>All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must <a href="#">include covid-19</a>.</li> <li>All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> <li>To use contactless signing in system</li> <li>Contact details taken for Test and Trace</li> </ul>	<ul style="list-style-type: none"> <li>Reminded to adhere to social distancing measures and sanitising. Asked to read signage.</li> <li>Contractors will be asked if they have displayed any symptoms of COVID.</li> </ul>	Office  Office	Daily.  Daily	5/1/21
Property Compliance	<ul style="list-style-type: none"> <li>The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>Daily and weekly checks have been reinstated and pre-opening checklist completed.</li> </ul>	<ul style="list-style-type: none"> <li>All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.</li> </ul>	KL	Daily	Ongoing

What are the hazards?  Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
Hygiene	<ul style="list-style-type: none"> <li>The school has a suitable supply of soap and access to warm water for washing hands.</li> <li>Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands upon arrival, following breaks, before meals and following the use of toilets.</li> <li>Hand sanitiser up on main staff entrance/exit door</li> <li>Posters to be in eye sight of children to see with guidance to maintain good hygiene</li> <li>Windows opened daily to increase ventilation in all classrooms.</li> <li>Wipes and spray must be available in all rooms – porch, toilets, staff rooms, offices and class rooms.</li> </ul>	<ul style="list-style-type: none"> <li>All visitors will be asked to adhere to hygiene controls.</li> </ul>	KL  Teaching teams  KL  Office	Daily for all.	5/1/21
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> <li>The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</li> <li>For further advice and guidance, you should contact your competent Health &amp; Safety Adviser.</li> <li>When PHE are notified of a positive case of COVID19 in a setting, they will provide information and advice to that setting to support them in implementing</li> </ul>	Norfolk Local Outbreak Management Centre 01603 223219 and <a href="mailto:phnorfolkcomc@norfolk.gov.uk">phnorfolkcomc@norfolk.gov.uk</a> Out of hours 01603 223014 (general out of hours line)	HOS	Daily	5/1/21

What are the hazards?  Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
	appropriate infection prevention and control measures to prevent further spread of the disease.				
Pupil displays Covid-19 related symptoms	<ul style="list-style-type: none"> <li>• Move child to the medical room and contact parents to collect immediately</li> <li>• Clean the area that child sat using PPE</li> <li>• Parent to book test</li> <li>• Pupil not to come to school for at least 10 days unless test returns negative.</li> <li>• Rest of household advised to isolate for 10 days or once a negative test has been confirmed.</li> <li>• If pupil test is positive, advice obtained from PHE to consider if bubble will be sent home/close contact isolation and unable to come into school for 10 days.</li> <li>• If school is having difficulty persuading a parent to take a child for testing, <b>this is escalated to the East of England Health Protection Team (HPT) via 0300 303 8537 or eoe.crc@phe.gov.uk.</b></li> </ul>	<ul style="list-style-type: none"> <li>• PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• Remind parent to contact 119 by phone or <a href="#">NHS online</a></li> </ul>	Teaching staff Office  HOS	Daily.	5/1/21
Member of staff displays Covid-19	<ul style="list-style-type: none"> <li>• To send member of staff home immediately</li> <li>• Ensure member of staff gets tested</li> <li>• Clean area that member of staff sat using PPE</li> <li>• Double bag any tissue etc that member of staff used</li> </ul>		Office/HOS	Daily	5/1/21

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related symptoms	<ul style="list-style-type: none"> <li>If member of staff tests positive - check with PHE on close contact isolation or rest of bubble unable to come into school for 10 days.</li> </ul>				Done 3/1/21
Administrative Staff	<ul style="list-style-type: none"> <li>Staff to be on a rota and stay allocated to their individual desks and ensure door is closed (automatically locks) to allow school office to function by stopping people freely walking in.</li> <li>One member of the team in the office at a time (other office team member work from home).</li> <li>Teaching team to use class telephone rather than go to the office.</li> <li>Letter to parents to explain that if they need to contact the office, this is done by email, telephone or put letters/items in large post box on school gate where possible.</li> </ul>		HOS/Office  Office	6/1/21	5/1/21
Personal Protective Equipment	<ul style="list-style-type: none"> <li>Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution.</li> <li>Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment.</li> </ul>	<ul style="list-style-type: none"> <li>After removing plastic gloves, thorough handwashing should take place.</li> </ul>	HOS	6/1/21	5/1/21

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	<ul style="list-style-type: none"> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>Individual PPE to be placed in bags allocated in each class room for immediate access if required. Once used these must be disposed of in the bag provided.</li> </ul>		Office.		
Behaviour	<ul style="list-style-type: none"> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>Encourage staff to cooperate with government plans for contact tracing.</li> <li>Behaviour to be managed by bubble where possible and if pastoral/HOS called upon, to resolve and discuss with 2m distancing where possible and outside of the class bubble to avoid mixing.</li> <li>To try to use outside space where possible for any de-escalation and discussions of pupil behaviour, to ensure ventilation and minimal contact.</li> <li>If behaviour severe and needs close proximity work, PPE required for staff.</li> </ul>	<ul style="list-style-type: none"> <li>New school rules discussed and shared with all pupils. Displayed where possible.</li> <li>Addendum to behaviour policy shared with staff and parents.</li> </ul>	HOS/SENCo  HOS/Pastoral/SENCo	6/1/21	5/1/21

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School Staffroom	<ul style="list-style-type: none"> <li>Lunch times to be staggered to allow for social distancing during outside play.</li> <li>School hall, Hub and Library used as staff rooms to ensure social distancing.</li> <li>Cleaning products available after each member of staff starts and finishes their break.</li> </ul>		HOS	6/1/21	5/1/21
Safeguarding	<ul style="list-style-type: none"> <li>Safeguarding Policy with Addendum reissued to all staff along with Online Safety Policy</li> <li>Staff to use CPOMS to log any safe guarding concerns and to use telephone where possible to discuss with DSLs to avoid walking around school site and entering into the pastoral room.</li> <li>DSLs to ensure that if wishes and feelings/discussions need to be carried out with pupil, that a 2m distance is required where possible and to sit side on.</li> <li>If the 2m distance is not possible, PPE to be used if close proximity working is needed.</li> <li>To clean area that child sat during discussion once left the room.</li> <li>Removal of soft furnishings in the pastoral room</li> <li>Weekly Safeguarding meetings held via zoom</li> <li>Weekly check-ins by Pastoral (LMG) to our vulnerable families via the phone.</li> </ul>	<ul style="list-style-type: none"> <li>Social care staff, if essential to visit school, will meet with adults and children in well ventilated areas.</li> </ul>	HOS/ EXH  HOS/DSLs          Pastoral	6/1/21  Daily          5/1/21	6/1/21  5/1/21          6/1/21

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<p>Staff travel</p>	<ul style="list-style-type: none"> <li>• Staff use their own transport, walk or cycle to work to maintain SD. If car sharing is required in emergencies must wear a mask and sit in back of car where possible.</li> <li>• Staggered arrival and departure times so SD can be maintained by not having to use the same entrance/exit at the same time</li> <li>• Staff wash their hands - on arrival and before departure</li> </ul>	<p>Read the Coronavirus (COVID-19): <a href="#">safer travel guidance for passengers</a></p>	<p>SLT/ALL</p>	<p>Daily</p>	<p>5/1/21</p>
<p>Pupil travel</p>	<ul style="list-style-type: none"> <li>• Parents and pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times.</li> <li>• No shared car travel to and from school</li> <li>• Refer to guidance on safe travel, particularly on public transport.</li> <li>• Read the Coronavirus (COVID-19): safer travel guidance for passengers</li> </ul>	<p>Read the Coronavirus (COVID-19): <a href="#">safer travel guidance for passengers</a></p> <ul style="list-style-type: none"> <li>• Pupils will be advised how best to remove face coverings if worn on arrival at school (i.e. after using public transport). Pupils must not touch the front of their face when removing them and follow hygiene cleaning controls as stated above.</li> </ul>	<p>SLT</p>	<p>Daily</p>	<p>5/1/21</p>



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<p>Principles shared with staff and displayed in staff areas</p>	<ul style="list-style-type: none"> <li>• Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible – to avoid using postal tests and to use drive through.</li> <li>• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>• Use the 'catch it, bin it, kill it' approach.</li> <li>• Avoid touching your mouth, nose and eyes.</li> <li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach.</li> <li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</li> <li>• Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.</li> </ul>	<p>Shared with staff via email.</p> <p>Printed and displayed</p> <p>Reminded of these frequently in meetings and communication.</p>	<p>ALL</p>	<p>5/1/21</p>	<p>6/1/21</p>

<p>What are the hazards?</p> <p>Who might be harmed?</p>	<p>Risk controls</p>	<p>Further guidance/notes</p>	<p>Actioned by who?</p>	<p>Date required</p>	<p>Complete? Date completed</p>
	<ul style="list-style-type: none"> <li>• Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters</li> <li>• Prevent your class from sharing equipment and resources (like stationery).</li> <li>• Keep your classroom door and windows open if possible for air flow.</li> <li>• Limit the number of children from your class using the toilet at any one time.</li> <li>• Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.</li> <li>• Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take</li> </ul>				
<p>Communication</p>	<ul style="list-style-type: none"> <li>• Tell pupils, parents, carers or any visitors, such as suppliers, not to come to school if they are displaying any symptoms of coronavirus (they should follow the COVID-19: guidance for households with possible coronavirus infection).</li> <li>• Tell parents that if their child needs picking up, only one parent should attend and to wear a mask when on site.</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they</li> </ul>	<ul style="list-style-type: none"> <li>• SLT member or care taker in a high vis jacket is present at the start and end of day on most days to ensure parents are adhering to guidance and provide further clarification.</li> </ul>	<p>Office/SLT</p>	<p>6/1/21</p>	<p>5/1/21</p>

What are the hazards?  Who might be harmed?	Risk controls	Further guidance/notes	Actioned by who?	Date required	Complete? Date completed
	<p>have a pre-arranged appointment, which should be conducted safely).</p> <ul style="list-style-type: none"> <li>• Ensure pupils are aware of recommendations on transport to and from school (including avoiding peak times). Read the Coronavirus (COVID-19): <a href="#">safer travel guidance for passengers.</a></li> </ul>				
Physical activity	<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups</li> <li>• Contact sports to be avoided.</li> <li>• Same member of staff (Go-geronimo each day for to the same bubble)</li> </ul>		LR and SLT	6/1/21	6/1/21
Signage	<ul style="list-style-type: none"> <li>• Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc.</li> <li>• Hygiene and safety notices are displayed prominently around the school.</li> <li>• Children friendly in classrooms and pupil toilets</li> <li>• Covid classroom rules in all classrooms – picture based for younger years.</li> </ul>		SLT	5/1/21	6/1/21

<p>What are the hazards?</p> <p>Who might be harmed?</p>	<p>Risk controls</p>	<p>Further guidance/notes</p>	<p>Actioned by who?</p>	<p>Date required</p>	<p>Complete? Date completed</p>
<p>Mental Health for pupils, parents and staff</p>	<ul style="list-style-type: none"> <li>• Staff – share resources and contact details to support staff with wellbeing and mental health regularly.</li> <li>• Pupils – daily zoom check in with teacher and class. Discussions not just work related, but mental health related. Teacher/TA to call and speak to pupils that are not on regular zoom calls or those that there are concerns.</li> <li>• Parents – provide resources and contact details to parents via the school app to support with wellbeing and mental health regularly</li> <li>• Pastoral to do weekly phone call support/check in with families/pupils who are in need. PSA to also support</li> </ul>	<p>Teaching staff to be in daily contact with their teaching teams and check on wellbeing. Inform HOS if any concerns or support required.</p> <p>HOS to check on teaching staff, DSLs and Office staff.</p> <p>Regular all staff zoom quizzes to support wellbeing.</p> <p>MHFA - JB, MU, LR, LC, PB, LMG</p>	<p>HOS, Teachers and Pastoral team</p>	<p>Weekly</p> <p>Weekly</p> <p>Weekly</p>	<p>11/1/21</p> <p>11/1/21</p>

## General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)

### COVID-19 Supplementary risk assessment during reduced occupancy

This risk assessment document is a supplement to your existing setting risk assessment to reflect changes you are able to make as a result of reduced occupancy during periods of national lockdown. All of the control measures in your existing risk assessment and as outlined in the Compliance Code for Educational Settings remain valid. As with your substantive risk assessment, this assessment considers a single hazard of COVID-19 and identifies the control measures that are in place for the setting to reduce the risk of transmission to staff, pupils and visitors, as low as is possible in line with community risk levels. The template provides suggestions on areas you may be able to change, settings should outline the measures they have implemented. The measures possible will vary depending on the number of pupils, staff and space in the setting.

**Setting:** St Mary and St Peter Catholic Primary School

Assessor Name: Jade Block

Manager Name: Jade Block

**Assessment Date:** 12/1/21

**Review Date:** 22/1/21

Area of risk	Additional Control Measures in place	By whom	Date Completed
Positive case bringing COVID-19 into the setting	<ul style="list-style-type: none"> <li>• Only visitors who are <b>necessary</b> are allowed on site. Such as emergency contractors or education health care staff.</li> <li>• Parents advised to not come into school foyer or in the school building. To ring the school to discuss over the phone instead</li> <li>• To try and arrange contractors to come on site after school hours where possible</li> </ul>	JB	12/1/21
Exposure to numerous people while in the setting increasing transmission risk	<ul style="list-style-type: none"> <li>• New pupil bubbles that minimise group sizes as much as possible depending on available staff (15 per bubble)</li> <li>• Minimise staff movement between groups (Allocate staff to the same bubble where possible)</li> <li>• Allocate bubbles specific space and do not share space across bubbles</li> <li>• Minimise the number of staff on site at ones time to absolute minimum required to safely open</li> </ul>	SLT	12/1/21
Direct person to person transmission	<ul style="list-style-type: none"> <li>• Classrooms reorganized to space desks and seating areas out as much as possible aiming for 2m plus if space allows and it does not compromise education and learning.</li> <li>• For younger children activities have been arranged to enable children to space out as much as possible without compromising education and learning</li> <li>• Ventilation in all rooms (Windows and doors open)</li> </ul>	JB	12/1/21
Educational Visits increasing the risk of contact with others and therefore transmission	<ul style="list-style-type: none"> <li>• All educational visits have been suspended</li> </ul>	JB	6/1/21
Lack of awareness of the control measures and requirements (the need for information, instruction and training)	<ul style="list-style-type: none"> <li>• All new measures or changes to measures have been communicated to staff, pupils and parents/carers</li> <li>• Risk Assessments shared with all staff and parents (on website)</li> <li>• Posters at pupil height in classrooms and toilets reminding them of pupil protocols</li> <li>• Posters in staff rooms, staff toilets for staff to remind staff</li> <li>• Posters on external classroom doors to remind parents</li> </ul>	Office	12/1/21
Staff and pupil health increasing the risk of transmission	<ul style="list-style-type: none"> <li>• All individual risk assessments have been reviewed for staff identified as at increased risk and any additional measures agreed with them to reduce the risk, including ensuring all Critically Extremely Vulnerable staff members are shielding</li> <li>• Individual support plans for pupils have been reviewed and altered where appropriate</li> </ul>	JB	12/1/21

<p>Staff and pupil mental health and well-being due to anxiety or increased pressure</p>	<ul style="list-style-type: none"> <li>• Staff mental health and well-being has been re-assessed and any additional measures identified implemented to support including management support.</li> <li>• Support structure in place – Teacher to overseas and check in on teaching team daily, HOS to oversea and check in on Teaching staff, DSLs and Admin staff</li> <li>• Mental health numbers and resources shared with all staff</li> <li>• Mental health numbers and resources shared with parents</li> <li>• Pupil mental health and well-being has been re-assessed and any additional measures identified implemented to support including pastoral support to have regular check ins with families.</li> <li>• Provision provided to pupils with high mental health needs.</li> <li>• Thrive programme continued with pupils in need remotely</li> </ul>	<p>SLT, pastoral</p>	<p>12/1/21</p>
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### Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) can be found [here](#)