



MASTER Risk Assessment

Location / Site	Insert location and site where activity taking place
St Mary's Catholic Primary School, Newcastle – under – Lyme, Staffordshire	
Activity / Procedure	Insert name/type of activity or procedure being assessed
YEAR 6, Year 1, Reception, Nursery/ Phased RE-OPENING of the school	
Assessment date	Insert date when assessment is being carried out
11/5/2020 – to be updated regularly until re-opening	
Assessment serial number	Insert local serial/identification number for future reference

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.”

WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL FIND IT HARD TO ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS, ESPECIALLY FOR THE CHILDREN IN THE EYFS SETTING

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.

Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings 0 published 11th May 2020

<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 enable social distancing (no more than 15) room capacities vary from 6 to 10 children. For Reception a ‘Bubble of 6/7’ children or less in the Reception classroom and in Nursery, a ‘Bubble’ of 8 children in and to use the outdoor space whenever possible. 2. Remove excess furniture to increase space if space to do so– to intervention rooms/ library / nurture room/ reception areas/ DHT office/ Upstairs room. 3. Children keep to their desks when in the room 4. Social distancing/behaviour charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom <i>and wider school etc</i>) 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 isolated if cannot adhere to charter and 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 interactive whiteboard not close interaction 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. Teacher and LSA are assigned to these children and stay with these children throughout the day and subsequent week to maintain the ‘protective bubble’ 12. Children stay in the classroom for majority of the day and will not mix with other groups of children 13. Coats kept on the back of children’s chairs in Y6, Key Worker Classrooms and Year 1, on coat pegs with appropriate spacing between pegs for Reception lockers with pegs and lockers marked out of use 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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
Control measures		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. Toilet use to be supervised by non-lead teaching member of staff assigned to each class to assure social distancing and good level of hygiene – 20 second hand wash and flushing of the toilet. 2. Allocated toilets for different groups of children -, Y3/4 toilets to be used for Key Worker children, Y5/6 toilets to be used for Y6 children, KS1 toilets to be used. If child numbers increase and it is safe to permit two children into the toilets at any one time then sinks used at a 2m distance between children) 3. Soap used from the soap sensor when washing hands after toilet use and paper towels and tissues to be discarded in a lidded bin (<i>bins to be double bagged</i>). 4. Extra Signs in toilet re washing hands- Government guidance posters. 5. Extra soap ordered to ensure good supply levels. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		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 classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Parents will be informed not to send their children to school if they have symptoms of the virus. 2. If on arrival staff suspect that a child has symptoms of the virus their temperature will be taken, staff will wear PPE on taking the child's temperature. 3. Any adult or child with a temperature above 37.5 will not be allowed to enter the building or if already entered they will need to self- isolate and if the child has any siblings then they will also be sent home. 4. Only one parent will be allowed to drop off and pick up their child. 5. Parents will be asked to stay 2m apart with markers to indicate this distance and when exiting the queue will do so in the opposite direction 6. SLT will be present at each drop off point to ensure social distancing. 7. Allocated main door at the Silverdale road side of the KS2 corridor for the Key Worker children to arrive and leave from, the main door from the Stanier Street side of the KS2 corridor for Year 6 parents to arrive but will be asked to remain at the gate, the Silverdale 			

road side of the KS1 corridor for Y1 children, the usual Reception door for Reception children and the usual Nursery door for Nursery.			
8. Signs instructions shared re social distancing between families in the morning with parents and children			
9. Hand sanitiser station to be provided at each drop off point and all children to use – staff to administer.			
10. Staggered drop off and pick up times for different year groups parents to be allocated a drop off/pick up time.			
Remaining level of risk		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			
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. The staggered timetable will mean that each playground is zoned into two areas. For KS2 the key worker will use the two separated halves within their ‘bubbles’ followed by the same arrangement for the Y6 children in their ‘bubbles’ with a ten-minute gap between the swap over. In KS1 the Reception children will use the two separated halves within their ‘bubbles’ followed by the same arrangement for the Y1 children in their ‘bubbles’ with a ten minute gap between the swap. The Nursery children will use the Nursery playground. A timetable will be in place which schedules same year group classes to use the area at different times. 2. Reduced playtime equipment – hard surfaces and can be easily cleaned, large wooden equipment will be taped off so that children cannot use it. Plastic ‘individual’ equipment to be cleaned after use (eg. hoola hoops) and not shared. 3. Teachers to discuss with the children games which encourage social distancing - this will form part of the behaviour charter 4. Staff supervision throughout – actively encouraging and insisting on social distancing 5. Children practice talking 2 meters apart – modelled by staff and to form part of the behaviour charter 			
Remaining level of risk		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 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. In the first instance children will be provided with sandwiches or asked to bring packed lunch packed lunches kept in the classroom or in the lunch trolley. 2. Children to clean their hands before and after eating their lunch. 3. Eventually hot meals to be served in the hall, sittings to be staggered for each ‘bubble of children’ and tables will be cleaned after each sitting by an adult before the next ‘bubble of children arrive to the hall. 4. Staff meals to be eaten in the allocated staff areas – Staff Room - staff to social distance at 2m. Staff to use the same mug/cup/plate and utensils and clean and remove from the staff room after use. 5. Ensure supply of washing up liquid and maintenance of the dishwasher. Tea towels to be washed in the washing machine after each use if disposable paper towels are not used. 6. Staff to clean surfaces with disinfectant after use. 			
Remaining level of risk		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 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 to stay in their own classroom and at their own desks, there will be no moving from their classrooms to other learning spaces such as the music room, IT Suite or the hall. 2. One child going to toilet at one time with non-teaching adult supervising. 3. Messages to office via classroom telephones. 4. Staff use empty classrooms and alcoves to maximise the distance between each other. 5. One-way system to be used around the school using walkway and outside or to use divider to avoid the need to exit outside. 6. Agree instructions with children concerning going and returning to toilet and include in the behaviour charter 7. When moving a class around the school children to maintain a 2 metre distance by following the markers. One adult at back and one at the front insisting the distance is maintained – this to be included in the behaviour charter. 			
Remaining level of risk		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	
Contact of shared resources and child illness/accidents 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 inform their teacher if they are feeling unwell. 2. Retake the temperature of the child and if at 37.5 above then the child will be sent home along with their siblings. The parents will be asked to get their child tested and results from the test will need to be shared with the school before the child is allowed to return 3. If a child is displaying signs that they have symptoms of the COVID-19 virus then they are to be sent home and to follow the above procedure. The school has registered on the government portal so that members of staff can access priority testing. 4. Until collected from school the child will be isolated in a separate room or if this is not possible then at least 2m apart. Staff attending to the child to wear PPE. 5. Staff to wear PPE when administering first aid. 6. All classrooms have PPE supplies. 7. Children will be provided with their own stationery, labelled with their name on. 			

8. Tubs of resources for individuals if needed – maths cubes etc to remain on the child’s table and not shared.
9. Resources washed in soap then left in disinfectant solution each night and left to dry if not same person using them the next day
10. Tables, door handles and other surfaces cleaned with disinfectant solution.
11. Lessons planned so resources are for individual use only and not shared.
12. Resources must be made readily available on tables at the beginning of each lesson and not distributed within the lesson
13. No resources to transfer from school to home and vice versa
14. Labelled plastic packets (A4 sleeves bags) used for individual resources
15. Children encouraged to wash hands / use hand gel before lessons and after each lesson

Remaining level of risk		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	
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 LSA (if possible under vulnerable staff guidance) in the first instance 2. Small numbers of children means that supporting of their emotional needs will be easier than usual and the second member of staff assigned to each bubble means that children can be withdrawn to work with their additional member of staff. 3. Reduced time in school to ensure transition is successful from home to school 4. Share/Talk time opportunities planned within the day to support children’s well-being. 			
Remaining level of risk		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	
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. Pre training morning for staff before 1st June to discuss new measures and expectations. 3. Individual phone conversations for any staff who request this to discuss concerns and shared control measures 4. Sharing of support helplines – Adam Parkes (https://takingofftheface.org/) https://www.mind.org.uk/ or if necessary, advise to visit their GP. 5. At least one SLT member of staff on site every day for staff to share any concerns with. 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Planned time for planning and preparation within the week especially for those with children in school 8. Extremely vulnerable staff (Shielding) work from home 9. Vulnerable staff – those for who the government suggests are to be strict in social distancing – working at home or in school with strict 2 metre distancing measures in place 			
Remaining level of risk		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	
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. SENDCO to 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 masks are available in all classrooms. 3. Disposable aprons are available in all classrooms. 4. Disposable gloves are available in all classrooms. 5. Rubber gloves for cleaning are on order. 6. Reduced timetable / exclusion / inclusion and isolation considered if necessary if children are acting in a way which puts staff or other children at risk Pls note the Government guidance states “Wearing face coverings or face masks is not recommended” 7. SENDCO/INCLUSION to add an appendix to include children’s charter for behaviour expectations. 			

8. Behaviour charter to be shared and then developed with children daily for the first week and then referred to throughout the week.			
Remaining level of risk		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	
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 gel dispenser inside of all classrooms and at keep points around the school. 2. Hand gel order in large quantities 3. Extra washing up liquid ordered 4. Extra soap dispensers and re-fills in each classroom 5. Extra hand washing bowls in each classroom 6. Children to use hand wash 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 7. Washing hands posters replaced in all washing areas 8. Reminders how to wash hands properly – posters and child friendly videos such as https://www.youtube.com/watch?v=S9VjeIWLnEg 9. Procedure agreed for children to wash hands so thorough hand washing takes place 10. Disposable gloves available in each classroom 11. Disinfectant wipes available in each classroom 12. Door handles to be frequently cleaned and children’s desks. 13. Lidded bins available in each classroom. 14. Tissues available in each classroom. 15. Disposable paper towels available in each classroom. 16. Washing up liquid available in each classroom. 17. Windows to be open for ventilation. 			
Remaining level of risk		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	
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 disinfectant solution. 2. PPE will be worn by all cleaning staff 3. If necessary 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. Deep cleaning of Year 6, Year 3 (Keyworker classrooms) Reception, Nursery classrooms as priority followed by the remaining classrooms. 6. Cleaners to return to usual hours before the school re-opens 			
Remaining level of risk		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	
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. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection to staff through the use of shared resources			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		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. Washing hands before entering staff communal areas 2. Using hand sanitiser prior to and after using photocopiers 3. Using disinfectant wipes to clean photocopier touch points 4. Staff to use their own crockery and cutlery or use disposable alternatives 5. Staff to bring their own coffee, sugar, tea 6. Wiping tables in communal areas before and after use 7. Maintain social distancing guidance in communal areas 8. Wipe touchpoints on kettles, microwaves etc. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of assessor	Signature of assessor	Date
Mrs C Eaton		22/5/20

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Mrs D Mellor		22/5/20 approved by FGB 26/5/20 updated 1/6/20 updated

Risk assessment reviews	Set future review dates & sign/comment upon completion
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