



**St Elizabeth's Catholic Primary School
General Risk Assessment Record Form**

1. **Section/Service/Team** *SLT/Teaching staff/Teaching assistants/lunchtime staff/office staff/site supervisor/Key worker children*
2. **Assessor** *Mrs S Colloff/Mrs M Walsh*
3. **Description of Task/Activity/Area/Premises etc.** *School opening for PS, REC, Y1 and Y6 and key worker children only*

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating - H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now - H, M, L? See section 5

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1. Spread of COVID-19	Staff/ pupils	<p>Handwashing</p> <ul style="list-style-type: none"> -Handwashing for both pupil and staff upon entry to the building and at regular intervals during the day (before and after break time, lunchtime before food and after lunchtime play finishes, after going to the toilet, before going home, after coughing and sneezing). -Handwashing posters up to remind pupils and staff to wash with soap and water for 20 seconds or using hand sanitiser. -Regular handwashing should be carried out throughout the day using class sinks or bathroom areas with a maximum of 2 children in KS1/REC/PS toilet and a maximum of 4 children in KS2 toilets with only one child being sent at a time from each class. Children should remain in 'class bubble' groups for handwashing wherever possible. -Remind children and staff not to touch each other or their own faces. -Cough or sneeze into a tissue and dispose of immediately into a sealed bin. Wash hands. 	M	<p>Handwashing posters in all toilet areas (Staff/pupil toilets) to be checked</p> <p>Toilet lids where available to be put down before flushing</p> <p>Letter reminding parents to regularly wash pupils clothes and of the importance of good hygiene</p> <p>Hand dryers to be disconnected to avoid re-circulation of air</p>	<p>March 20</p> <p>May 20</p> <p>May 20</p> <p>June 20</p>	L

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2. Spread of Covid19	Staff/ pupils	<p>Self -Isolation -Children and staff must only come into work if they are symptom free. -Self-isolation-If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill. -Confirmed case of Covid -19 Any confirmed Covid-19 cases Children and staff from 'class' bubble group' will isolate at home for 14 days. -Household isolation- if you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms. If a parent or staff member decide not to take advice to take a test <i>If you have symptoms of coronavirus (COVID-19), however mild, immediately self-isolate at home for at least 7 days from when your symptoms started. After 7 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better."</i> <i>(COVID-19) who are waiting for a test result, or who have not been tested and do not require hospital treatment, who must remain at home until they are well".</i></p>	M	<p>Check school thermometer are suitable for use.</p> <p>-School will take advice from H&S at SCC and DFE if necessary.</p> <p>All children and staff that present with Covid-19 symptoms will be advised to take a test for Covid-19. Available via testing centres or post - Track and trace. (call 119)</p> <p><i>Any family that might live with them, so it is in there interest to get tested, as the family should isolate for 14 days.</i> https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	March 20	M

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<p>3. Spread of Covid19 to vulnerable staff and pupils</p>	<p>Staff/ pupils</p>	<p>School will endeavour to apply the full measures set out in government guidance published on 2nd July 2020, which aims to mitigate the risks to all staff including those who are extremely clinically vulnerable and clinically vulnerable. 'We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall'. (Guidance for full opening -schools published 2nd July 2020.) Where feasible staff who are classed as clinically vulnerable or extremely clinically vulnerable will be given roles in school where it is more possible to maintain social distancing e.g. In KS2 classes.</p>	<p>M</p>	<p>Staff who have underlying health issues must follow Government guidance and any relevant guidance from health care professionals. Parents informed that there will be no penalty fines for non-attendance due to health conditions or parental choice.</p> <p>Additional guidance can be found https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p>	<p>March 20</p> <p>May 20</p> <p>July 20</p>	<p>L</p>

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4. Spread of Covid19 following illness	Staff/ pupils	<p>Isolation</p> <p>-If a child or staff member develops symptoms whilst at school, they must immediately go to the Blake room, with the windows opened and arrangements will be made for them to go home. Other staff or children present must immediately wash hands following the guidance given in point 1.</p> <p>-A test should be organised for any member of staff or pupil is displaying symptoms.</p> <p>If a staff member or pupil is deemed to require emergency medical attention or is declining rapidly, we will contact 999.</p>	M	<p>Blake room, as well any other area of school the person has accessed during that day will need to be deep cleaned if such an incident took place.</p> <p>If a member of staff is dealing with a symptomatic child or adult they must wear PPE - gloves, mask and apron.</p> <p>If the symptomatic person needs the toilet they will use the staff men's toilet and this will be closed for the remainder of the day or until a thorough clean can take place.</p>	As needed	L

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<p>5. Spread of Covid19 through lack of social distancing</p>	<p>Staff/ pupils/ parents</p>	<p><u>Social Distancing</u> -Staff and parents to observe a 2-metre distance from each other when on school site and in school where possible. -Parents to drop children off without approaching staff and to keep at a 2-metre distance away on hand over and drop offs. -Pupils encouraged to socially distance (whilst it is recognised that this will be more difficult for younger children.) -Lunch and breaktimes will be staggered so no groups mix. Each group will have a designated zone to play in and their own allocated bag of playtime equipment. -Outdoor learning will be prioritised (where possible). -One way system for drop off and collection to be marked out and appropriate signage as direction. Staggered drop off and collection times will be implemented. SLT rehearsed/walked drop off/collection routes/timings. -Parents will contact teaching/office staff through email or phone where possible. -For the safety of staff/parents the sliding glass window may remain closed when communicating.</p>	<p>M</p>	<p>-Staff to continually remind each other to stay at least 2 metres apart whenever possible.</p> <p>-Parents to drop children off and observe at least a 2 metre distance from staff on duty. Parents follow one way system for drop off and collection. Two metre marking will be on all narrow pathways.</p> <p>Letter to be sent to parents to remind them of all of social distancing.</p> <p>Every member of staff will meet with SLT to agree their classroom/workspace layout.</p> <p>Bikes/Scooters to be kept by classrooms to avoid over-crowding by pods. Pods will be out of use.</p>	<p>Ongoing</p> <p>May 20/July 20</p> <p>May 20/July 20</p> <p>June 20</p>	<p>M</p>

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<p>5. Spread of Covid19 (Devices, resources and surfaces)</p>	<p>Staff/ pupils</p>	<ul style="list-style-type: none"> -All touch points will be cleaned throughout the day including shared toys/equipment. -All surfaces, floors and doors (including handles) will be thoroughly cleaned at the end of each day. -Device surfaces will be wiped before and after use. -Children will be assigned their own pencil, pen, ruler and basic equipment for their own use only. They must not swap and should be responsible for their own equipment. (support given for younger pupils). -Staff to use one set of toilets with cone system used to signify they are occupied to avoid staff accessing toilet at same time and continue to observe social distancing. Hand sanitiser will be available outside toilet areas. -Pupils to use their allocated set of toilets only. -Bins with lids will be provided and will be emptied regularly by staff wearing gloves. -Only one person allowed in reprographics room at once. Anti-bacterial gel will be available in this area and wipes. 	<p>M</p>	<p>Staff and pupils to use the wipes for devices.</p> <p>Bags of PPE including gloves, aprons, masks are provided for staff. Stocks are available for replenishing these items when used.</p> <p>SLT to purchase more anti-bacterial wipes/sprays and alcohol screen wipes as necessary/ liaise with Health and safety governor JH. COSHH to be completed on all cleaning substances purchased.</p> <p>Access to fixed external play equipment will be closed, including prayer garden and reading pavilion.</p>	<p>March 20</p> <p>June 20</p> <p>May 20</p> <p>June 20</p> <p>June 20</p>	<p>L</p>

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<p>6. Reduced maintenance and security of Site and Building</p>	<p>Staff/ Pupils</p>	<ul style="list-style-type: none"> -Minimal number of entrances and exits to be used. (See timetable) -Water Hygiene -Regular flushing of all water systems (taps, toilets etc) at-least 2 minutes for each tap each week and toilets flushed at least twice a week. -Ensure that any planned service or testing schedules continue accordingly. -Intruder & Fire Alarm Systems testing continues as normal. -All bins and skips should be emptied and secured well away from the building. -Any sanitary/specialist waste bins to be emptied and any associated contractors to be notified of social distancing measure. -Cars must not be moved between 8.45 and 9.30am and 2.30 and 3.30pm. -Disposable gloves to be worn for emptying internal and external bins. 	<p>L</p>			

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<p>7. Reduced knowledge of pupils on site.</p>	<p>Staff/ pupils</p>	<ul style="list-style-type: none"> -Register of pupils and staff to be completed daily on SIMS and lunch registers the google drive and messages about collection will be shared remotely. -Staff to sign in using the usual procedure. -Normal Fire drill, and emergency evacuation procedures to be in place. A fire marshall to be on site wherever possible. -Basic first aid can be administered by any member of staff. More complex first aid should be dealt with by paediatric first aider or first aider at work. - -A mask can be worn if social distancing cannot be observed. -Windows and door will be open for ventilation where safe to do so. 	<p>L</p>	<ul style="list-style-type: none"> -Registers to held by member of SLT/office manager. -Fire drill to be planned for 9.30am on 22nd September 2020. Pupils and staff will evacuate and gather in 'class bubble' groups. 	<p>June 20</p> <p>September 2020</p>	<p>L</p>

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8. Increased risk of Covid-19 spread due to interaction between of 'bubble' groups	Staff/ pupils	<ul style="list-style-type: none"> -Staff will be assigned to a class 'bubble', guidance now states that staff can move between bubbles. However, we will attempt to keep this to a minimum whilst keeping social distance. -Staff will remain with key groups until rest of school returns. -Dinner supervisors will be assigned to a key group of pupils. Dinner supervisors will collect any lunches prepared by kitchen in paper bags and deliver to class room/work spaces. -Pre-school ratios of adults will remain as 1:8 -Additional member of staff will be required for any pupils with an EHCP. -Staff will be on a rota to cover break times in the middle section of the playground distanced from children. They should have PPE on their person in case of any injuries. -Lunchtime supervisors/Some TAs will assigned supervise lunchtime breaks outside. - Before and after-school club re-open to all pupils in September 2020 (please see separate risk assessment) 	L	<p>Additional risk assessment in place for before and after school club</p> <p>Staff will be provided with break out areas other than the staffroom area including an outdoor seating area. A further area can be used in the hall with socially distanced seating.</p>	July 20	L

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<p>9. Risk of Spread of infection during close contact.</p>	<p>Staff/ pupils</p>	<p>Intimate Care -Wherever possible, staff to encourage children to undertake self-care and staff to direct from a minimum distance of 2m. -Where this is not possible, staff should wear disposable gloves, a disposable apron and if possible, cover their mouths with a mask to support the intimate care. Once completed disposable protective equipment should be disposed in yellow clinical bin in the disabled toilet or pre-school room and hands should be thoroughly washed by the staff member and child.</p> <p>First Aid -Staff members should try to have minimal physical contact. They should wear gloves and an apron. If masks are required, they will be available. Once first aid has been administered a thorough hand wash for staff and pupils needs to take place.</p>	<p>M</p>	<p>-JA to order additional gloves, aprons, masks if needed.</p> <p>-Each member of staff will receive their own bag of disposable gloves, aprons and masks for own individual use.</p> <p>-Cloth covers for ice packs will be placed in water and sterilising fluid until sterile.</p>	<p>May 20</p> <p>September 20 for new members of staff</p> <p>June 20</p>	<p>M</p>

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10. Loss of Education	Shielding pupils/Self isolating pupils	<p>-Weekly online learning activities will be shared via google classroom for children. Each week staff will share the work they are completing in class with pupils.</p> <p>- Pupils who are self-isolating as part of a class bubble being sent home due to a confirmed case Google classroom work will be set on a weekly basis.</p> <p>-For pupils who are self-isolating due to a family member with a confirmed case of Covid-19 they will be directed to online resources such as Oak academy/BBC Bitesize</p>	L			

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<p>11. Potential spread of Covid-19 during lunch period.</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> -Pupils in school will revert back to receiving the option of hot meals in school. - Each class bubble will have their own set of cutlery which will be placed in labelled class trays by pupils after use. -Each class bubble will eat in classrooms and not gather in school hall. -Allocated cutlery will be provided for each year group. -Allocated lunchtime supervisors and zones for each class bubble. -Staff provided with break out areas for eating and test periods. 	<p>L</p>	<p>-SC/MW/JA to continue to liaise with Kitchen</p>	<p>July 20 /September 20</p>	<p>L</p>

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12. Additional people on site due to contractors needing to complete work	Staff/ Pupils/ Contractors	<ul style="list-style-type: none"> -Unless it is for essential external building works or essential internal maintenance this will be kept to a minimum. -All other routine contractor visits are postponed until further notice. -If visitors are essential, they must abide by all of the control measures set out in this risk assessment and they must remain at least 2 metres away from staff and pupils. 	L	-MW/JA to liaise with Entrust property officer as required	June 20	L
13. Mental Health and Wellbeing of staff and pupils suffers due to Covid-19 crisis and anxiety around a full return.	Staff/Pupils	<ul style="list-style-type: none"> -Work assigned equally amongst staff to ensure an equitable spread of workload for those in and out of school. -Weekly google meetings will take place. -PPA provided once per week -Pupils will take part in activities to support mental health and well-being on return to school -Staff will maintain contact with SLT remotely when required. 	M	<ul style="list-style-type: none"> -SCC counselling service made available to staff. -Staff to be referred to occupational health if required. -All teaching staff to have support in managing in school work and Google classroom. -SLT to liaise with staff as to what support is required. 	June 20	L

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14. Online Safeguarding concerns	Pupils	-Remind children about online safety- Staff to post reminders for pupils via google classroom -Only pupils or parents of pupils are to message staff members on google classroom.	M	-In classrooms where online safety is a concern - passwords will be changed to individual password	September 20	L
15. Pupils with complex behavioural needs and those who are vulnerable will struggle with full return to school	Pupils/ Families	SC/MW identify children falling in the following groupings: -LAC (no current pupils) <i>-Previous LAC</i> <i>-LST support involvement</i> <i>-EHA/ Malachi involvement</i> <i>-CIN support</i> <i>-Attendance concerns</i> <i>-SEN - EHCP</i> <i>-Emotional concerns</i> -SLT/class teachers to maintain regular phone or email contact to check up on progress and wellbeing.	M	-Upon full return to school CP/Malachi meetings will take place virtually	September 20	L

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<p>16. A confirmed case of COVID-19 in school.(see also isolation above)</p>	<p>Staff/ pupils</p>	<p>-Contact Headteacher/DHT who will take the following steps: -Phone call to Public Health England on -0845 6101202. The school will then follow the advice given which could include: <i>- Arrange for a Deep Clean if advised.</i> <i>-Close the school- if advised</i> <i>-Ensure those who have been in contact with the person are informed and self-isolated.</i> <i>A member of the SLT should phone the C19-LOC on the health and safety on the emergency line 07623 910065</i> https://www.staffordshire.gov.uk/Coronavirus/Professional-Referral/Professional-referral-form.aspx</p>	<p>M</p>	<p>MW/SC to inform C of G and diocese. Staff and parents will be informed of action plan going forward.</p> <p>Staff will seek further guidance from https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Coronavirus-HSW-Service-Support/Overview.aspx</p>	<p>September 20</p>	<p>L</p>

4. Tick if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
X					X	

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s): *S.M. Colloff*
 Print Name: **MRS SARAH COLLOFF**

Signature of Line Manager: *M.walsh*
 Print Name: **MRS MICHELLE WALSH**

Date Assessed: **July 2020**

Review Date: **September 2020**

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be **reviewed fortnightly** or following a significant change, accident or violent incident.