



# ST THOMAS' CATHOLIC PRIMARY SCHOOL

## Risk Assessment for Returning to School

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**Date:** 15<sup>th</sup> May 2020

### Shared with:

**Governors:** Y/N **Date:** 19<sup>th</sup> May 2020

**SLT:** Y/N **Date:** 20<sup>th</sup> May 2020

**Staff:** Y/N **Date:** 21<sup>st</sup> May 2020

To be viewed in line with the following policies:

- Health and Safety
- Covid –19 Procedures
- Safeguarding and Child Protection
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

To be used in conjunction with the [Covid-19 Return to School Staffing Plan](#) and [Covid-19 Plan for Returning to School](#)

Hazards	Who is at risk of harm	Level of Risk (Low Medium High)	Actions to minimise risk	UPDATE (include date)
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• Cleaners</li> <li>• Vulnerable groups – with existing underlying health conditions</li> <li>• Anyone else who physically comes in</li> </ul>	High	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place: on arrival, before and after eating, after sneezing/coughing and frequently throughout the day.</li> <li>• See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> </ul>	

			<p>(child friendly posters next to all wash basins)</p> <ul style="list-style-type: none"> <li>• Drying of hands with disposable paper towels.</li> <li>• Children and staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</li> <li>• Children reminded to catch coughs and sneezes in tissues – <b>Follow Catch it, Bin it, Kill it</b> (posters displayed around school) and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Tissues will be available on all class tables.</li> <li>• Creams (Aveeno) to be available for cracked hands for both staff and children in the medical room ensuring that hands are washed thoroughly before this being touched.</li> <li>• Hand sanitisers</li> </ul>	
		High	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products</li> </ul>	

			<p>(Milton). In classroom in a locked cupboard there will be a cleaning product available for staff to be able to use.</p> <ul style="list-style-type: none"> <li>• Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed.</li> <li>• Daily thorough cleaning (Birkin)</li> <li>• Bins to be emptied regularly during the day.</li> <li>• Class doors and windows to be kept open to avoid handle touching and improve air flow.</li> <li>• Cleaning between different groups in the lunch hall</li> <li>• If a new group moves into a classroom cleaning is done in between.</li> <li>• Parents given advice on personal hygiene and washing of clothes for their children after the school day.</li> </ul>	
		Medium	<p><b>Social Distancing</b>  <i>(<u>Early years and primary age children cannot be expected to remain 2m apart from each other and staff. – Guidance on gov.uk – Opening schools for more children and young people: initial planning framework for schools in England 12 May 2020</u>)</i></p> <ul style="list-style-type: none"> <li>• Pupils to work in groups not larger than 15.</li> </ul>	

			<ul style="list-style-type: none"><li>• Corridors to be used on a one way basis at any given time – a one way system in place marked clearly by arrows.</li><li>• Rooms accessed directly from outside where possible.</li><li>• Groups/classes allocated specific parts of the outdoors.</li><li>• Posters, leaflets and other materials are available for display and games/songs to encourage the children to practise these habits.</li><li>• Signs in car park to show one-way entrance and leaving the school premises and markers on floor to indicate 2m distances.</li><li>• Only one parent for drop off/pick up.</li><li>• Parents encouraged not to congregate at the entrance?</li><li>• Staggered start &amp; finish times for the different classes.</li><li>• Staff not required on-site are to work from home to reduce number of staff on site at any one time.</li><li>• No use of staff room apart from making hot drinks and storing lunches.</li><li>• Conference calls to be used instead of face-to-face meetings.</li><li>• Ensuring sufficient rest breaks for staff.</li></ul>	
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			<ul style="list-style-type: none"> <li>• Children and staff where possible only mix in a small, consistent group.</li> <li>• In classes, desks are spaced as far apart as possible and pupils keep to the same desk where possible.</li> <li>• Toilets - limiting the number that use them at any one time</li> <li>• Clear communication to parents prior to reopening and regular reminders that their child should not attend school if they or someone in their household is displaying symptoms of COVID-19.</li> </ul>	
		Low	<p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>• SLT will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p><i>Reference -</i>  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <ul style="list-style-type: none"> <li>• Regular communication of mental health information and open door policy for those who need additional support.</li> <li>• Activities focus on well-being of pupils, to overcome anxiety and any safeguarding concerns.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Enrichment activities to be a focal point.</li> <li>• Planned daily check-ins with an adult that they trust for SEND/EHC plans pupils ensuring they are supported with the new routines etc..</li> </ul>	
		High	<p><b>Child/Adult becomes unwell</b></p> <ul style="list-style-type: none"> <li>• Distinguish between unwell with symptoms of COVID or just unwell?</li> <li>• First aider to use personal protective equipment to care for the pupil, and pupil to be isolated/supported by just one adult whilst awaiting collection.</li> <li>• Need to be sent home straight away.</li> <li>• Children or staff displaying symptoms to be tested - arranged through 111 online (by parents for children).</li> <li>• If positive result, whole small class group and adult are asked to isolate for 14 days.</li> </ul>	
		Low	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Limit the number of shared resources that are taken home by staff and pupils (e.g. books).</li> <li>• Limit the exchange of resources in school.</li> </ul>	

			<ul style="list-style-type: none"> <li>Resources wiped down or washed between usage.</li> <li>Soft toys and soft furnishings packed away.</li> <li>Pupils asked to bring in their own of pencil case.</li> </ul>	<b>Pencils allocated to trays and therefore no pencil cases to come from home.</b>
		Low	<b>Communication</b> <ul style="list-style-type: none"> <li>Staff to have an online staff meeting to finalise arrangements</li> <li>Protective steps communication to the parents</li> <li>Drop off and pick up times and protocol shared with the parents.</li> </ul>	
		Low	<b>Lunch</b> <ul style="list-style-type: none"> <li>Chartwell providing PPE for staff.</li> <li>Chartwell staff to enter and leave building through kitchen door.</li> <li>Food to be plated for pupils and placed on a table from where pupils collect.</li> <li>Only one group at a time with distancing.</li> <li>Tables between groups cleaned.</li> </ul>	
Clinically vulnerable	<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	Low	<b>Staffing</b> <ul style="list-style-type: none"> <li>Open communication with staff and ensuring that those classified as clinically extremely vulnerable are shielding.</li> </ul>	

			<ul style="list-style-type: none"><li>• Allocation of other jobs for such members of staff that can be done remotely.</li><li>• Ensuring that teaching staff classified as such are clear with regards the requirements for planning.</li><li>• Planning carefully replacement staff.</li><li>• Ensuring virtual learning for pupils that are classified as clinically extremely vulnerable.</li></ul>	
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