



## Return to School Covid-19 Risk Assessment

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| <b>Location / Site</b>  | St Joseph's Catholic Primary   |
| <b>Activity / Procedure</b>   | Opening of school during a global pandemic   |
| <b>Assessment date</b>  | 18.08.2020   |
| <b>Review date</b>  | 05.09.2020<br>11.11.2020<br>12.01.2021   |
| <b>Last review</b>  | January 2021   |
| <b>Responsible Person(s)</b>  | All staff has responsibility to ensure this risk assessment is followed and applied. |
| <b>All staff have signed to show they have read, understood and are able to apply this risk assessment.</b> |  |

| COVID-19 Risk Assessment Signature Section & Key   |  |
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| Trust: KCSP  | Academy: St Joseph's Broadstairs Kent CT10 2BA   |
| Authorised By: Debbie O'Shea through Executive GB  | Signature: <br>Dated: 18.08.2020<br>Dated: 01.11.2020<br>Dated: 03.01.2021  |
| Communicated: on website, through staff training and email. Available at reception.  |  |
| Reviewed: Weekly – recorded on adaptations working document sheet  |  |
| Reviewed By: Academy Principal – K Millership  |  |
| <b>Hazard: <u>Contraction of Coronavirus COVID-19</u></b>  |  |
| <ul style="list-style-type: none"> <li>• Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. As of 12 May 2020, more than 4.17 million cases had been reported across 187 countries and territories, resulting in more than 286,000 deaths. More than 1.45 million people have recovered.</li> <li>• Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.</li> <li>• The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.</li> <li>• The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.</li> <li>• It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.</li> </ul> |  |
| <b>Who might be harmed:</b><br>Employees, contractors or visitors.<br>Employees and their family members who are in the vulnerable categories.   | <b>How might people be harmed</b><br>Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth.<br>Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications. |
| <b>Assessed Risk:</b> Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. We have categorised risk as High, Medium, Low or Negligible – in some cases where colours are ragged Red refers to <b>High</b> , <b>Orange</b> Medium and <b>Green</b> Low. This again refers to a balance of likelihood of transmission balanced   |  |

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| with severity of illness arising.  |
| Principles of this Risk Assessment: Identify the risk and categorise – Mitigate with control measures and re-rate risk with measures in place. |

| Identify people at risk | YES or NO |
|-------------------------|-----------|
| Employees               | YES       |
| Children                | YES       |
| Visitors                | YES       |
| Contractors             | YES       |

Below are the key actions we have taken to prepare for reopening:

### Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

### Response to any infection

- 9) Engage with the NHS Test and Trace process.
  - 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 11) Contain any outbreak by following local health protection team advice.
- Numbers 9 to 11 must be followed in every case where they are relevant.

**This document has been organised into the following categories for ease of reference:**

**Section 1: Site Management**

**Section 2: Classroom Management & Resources**

**Section 3: Health Care & Wellbeing**

**Section 4: Outdoors Management**

### [Section 1: Site Management](#)

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| <b><u>Identify hazard</u></b>  | <b>Movement around the building – including contractors and parents</b>   |  |                   |
| <b>Existing level of risk</b>  |   |  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>                                     | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |   | <b>Bubbles would meet risking transmission</b> |                   |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |  |                   |
| <ol style="list-style-type: none"> <li>1. Timetables used to keep bubbles apart</li> <li>2. Social distancing signage explaining rules and offices to remind all visitors of rules</li> <li>3. Different entrances to be used to enhance staggered use</li> <li>4. Once way systems and signage where possible – where not possible 2 metre social distancing demarcated</li> <li>5. Staggered entry and exit of pupils</li> <li>6. Parents not allowed on site – by appointment only</li> <li>7. Contractors booked only so movements can be managed</li> <li>8. Contractors to share COVID risk assessments</li> <li>9. Staff to wear face coverings in corridors and when moving around the building</li> </ol> |   |  |                   |
| <b>Remaining Level of Risk</b>   |   | Consider risk after control measures           |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>                                     | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  | <b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus |   |                   |
| <b>Existing level of risk</b>  | Consider current level of risk   |   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>  | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |  | <b>Spread of Coronavirus that could result in serious illness and/or death.</b> |                   |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls        |   |                   |
| <ol style="list-style-type: none"> <li>1. One boy and one girl allowed to go to toilet at a time ensuring they follow handwashing guidance</li> <li>2. Allocated toilets for different groups of children</li> <li>3. Close middle sink</li> <li>4. Hand sanitiser used after toilet use as well as washing hands</li> <li>5. Extra signs in toilet re washing hands</li> <li>6. Extra soap ordered to ensure we do not run out</li> </ol> |  |   |                   |
| <b>Remaining level of risk</b>   |  | Consider level of risk following use of control measures                        |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>  | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus                    |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. All children will eat in the hall using staggered lunchtime breaks.</li> <li>2. KS1/ KS2 children will eat in their classrooms during January lockdown due to rise in infection rates.</li> <li>3. Tables will be arranged for class bubbles.</li> <li>4. All children will face forwards to eat lunch.</li> <li>5. Tables and equipment cleaned between each sitting</li> <li>6. Children will collect their meals from the dinner hatch that has a Perspex screen</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>   | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                      |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls  |                   |
| <ol style="list-style-type: none"> <li>1. Allocated gate for parents to arrive and leave from</li> <li>2. Instructions shared re social distancing between families in the morning with parents and children</li> <li>3. Staggered drop off and pick up times for different year groups</li> <li>4. All staff informed that car park is closed from 8:30am.</li> <li>5. Senior staff to be on duty to supervise</li> </ol> |               |  |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>   | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus                     |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from school corridors</li> <li>2. One child going to toilet at one time</li> <li>3. Messages to office via class phones</li> <li>4. One-way system around the school using walkway and outside</li> <li>5. Agree instructions with children concerning going and returning to toilet</li> <li>6. When moving class around the school – 2 metres between children – one adult (if available) at back insisting the distance is maintained – regular reminders given to children.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus                    |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day using sterilising materials</li> <li>2. PPE will be worn by all cleaning staff</li> <li>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</li> <li>4. Soft furnishings and soft / cloth toys will be cleaned weekly</li> <li>5. Expectations of cleaning from cleaning company to be shared with staff</li> <li>6. Toilets cleaned throughout the day</li> <li>7. Displays to be designed to engage children but not encourage touching.</li> <li>8. Decorations should be above the children's heads.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>   |               | <b>Risk of infection/injury</b> due to site management not being maintained   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus or other illnesses, risk of injuries to staff and pupils.</b>                              |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <p>1. Review arrangements for all building-related systems but in particular:</p> <ul style="list-style-type: none"> <li>• hot and cold-water systems</li> <li>• gas safety</li> <li>• fire safety</li> <li>• kitchen equipment</li> <li>• security including access control and intruder alarm systems</li> <li>• ventilation</li> </ul> <p>Ref: <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Risk of virus spreading to the community</b> due to parents congregating at drop off and pick up points          |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus or other illnesses within the local community.</b>   |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Implement staggered start and collection times for the different 'bubbles' of children.</li> <li>2. Early Years year 3 and year 5 children to use the Crawford Road entrance for drop off and collection. (Reception/ Car park area used for year 6 and year 2). Green Gate in Crawford Road used for Year 1 and year 4.</li> <li>3. Implement waiting area for parents at the main entrance in Crawford Road.</li> <li>4. Only one parent to bring their child to school.</li> <li>5. No parents to access the school building and will keep communication going through telephone and/or email.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>   |               | <b>Risk of accident or injury</b> due to emergency procedures   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Injury or serious fatality caused by an emergency.</b>   |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children advised of nearest fire exit.</li> <li>2. One- way system to be void if fire alarm sounds to ensure that children and staff can exit the building as quickly and safely as possible.</li> <li>3. Children advised of the expectations for exiting building safely e.g. keeping reasonable distance from children in front of/behind them.</li> <li>4. Practice fire drills so children become familiar with exits and expectations.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>   |               | <b>Risk of spreading virus</b> due to poor ventilation  |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <p>Guidance from NEU: <i>Despite removal of this regulation, the NEU position remains that temperatures in school classrooms should be at least 18°C (64.4°F). The Workplace (Health, Safety and Welfare) Regulations 1992, which apply to all workplaces, including schools, set out requirements on minimum temperatures in workplaces.</i></p> <ol style="list-style-type: none"> <li>1. Where possible, exit doors to the building remain open.</li> <li>2. Corridor windows remain open.</li> <li>3. High level windows in classrooms remain open so as not to cause a draft.</li> <li>4. Lower level windows to be opened when rooms are not in use.</li> <li>5. Heating will stay on in colder weather, staff and pupils can wear extra layers of clothing.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Risk of keeping school site safe</b> due to staff shortages  |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus and/or other injuries/accidents.</b>   |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <p>This risk is in relation to the following:</p> <ul style="list-style-type: none"> <li>• Insufficient numbers of staff to ensure the safety of all children on site</li> <li>• Insufficient numbers of staff to deliver quality in-school education</li> <li>• Insufficient number of cleaners to ensure high quality cleaning that reduces the risk of the virus</li> </ul> <p>Based on the levels of staffing actions could include:</p> <ul style="list-style-type: none"> <li>• Full or partial closures of bubbles</li> <li>• Full closure of the school</li> <li>• Opening only for children who are vulnerable and those of key workers</li> <li>• Switch to remote learning where appropriate</li> </ul> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Risk of accident at Crawford Road drop off and collection points</b> due to parents parking and crossing the road |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>   | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Road traffic accident could be caused.</b>  |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls  |                   |
| <ol style="list-style-type: none"> <li>1. Encourage parents to park cars and bring children into school safely</li> <li>2. Reminders to individual parents if staff notices risky behaviours (dropping children off in the road) on arrival or collection at the school gate.</li> <li>3. No parking signs positioned outside the gate.</li> <li>4. Double lines painted on the road in Term 2.</li> </ol> |               |  |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>   | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>   |               | <b>Risk of virus in the environment through lack of cleaning</b>  |                   |
| <b>Existing level of risk</b>   |               |   |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               |   |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Cleaning schedules increased daily.</li> <li>2. Staff have access to cleaning kits for individual work stations.</li> <li>3. Children and staff encouraged to hand wash regularly.</li> <li>4. Bubble cleaned after suspected case – where possible move bubble location.</li> <li>5. Follow procedures in KCSP contingency plans for outbreaks document.</li> <li>6. Enhanced cleaning for busy areas. All frequently touched surfaces are cleaned more often and at least during break and lunchtimes.</li> <li>7. Cleaning contractors contact to request enhanced training for cleaning staff to keep them and others safe.</li> <li>8. Bins emptied daily all bins have lids.</li> <li>9. Any recorded instance of Covid-19 will result in an enhanced clean prior to the affected areas being re-occupied.</li> </ol> |               |   |                   |
| <b>Remaining Level of Risk</b>  |               | Consider risk after control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>  |               | <b>Managing, Maintenance contractors &amp; deliveries</b>   |                   |
| <b>Existing level of risk</b>  |               |   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Elevated transmission risk due to meeting others or not following on site systems.</b>                           |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. <b>Normal Health and Safety carried out on site with due regard given to following</b></li> <li>2. By appointment only – speak to Site Manager/ office prior to arrival so they have relevant information</li> <li>3. Out of hours where possible – strongly recommended!</li> <li>4. Remind them of our rules and inspect their COVID risk assessments</li> <li>5. Limit site access and movement to avoid meeting bubbles</li> <li>6. Book when children not on site if appropriate or work in rooms not in use</li> <li>7. Deliveries to phone ahead where possible to be advised of procedures</li> <li>8. Deliver externally</li> <li>9. Where more than one person needed reduce people used to reduce risk of transmission – use the same person regularly to have working pairs where possible.</li> </ol> |               |   |                   |
| <b>Remaining Level of Risk</b>   |               | Consider risk after control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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| <b><u>Identify hazard</u></b>   | <b>Meetings, Staff meetings, Common Area Meeting Risk – Including offices and in the classroom</b>                  |                                      |                   |
| <b>Existing level of risk</b>   |   |                                      |                   |
| <b>HIGH</b>   | <b>MEDIUM</b>   | <b>LOW</b>                           | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |   | <b>Risk of transmission elevated</b> |                   |
| <b><u>Control measures</u></b>  | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                                      |                   |
| <ol style="list-style-type: none"> <li>1. All staff are encouraged to maintain 2m distancing from pupils and each other, and in all events 1m+ should be maintained.</li> <li>2. Meetings socially distanced – use technology instead where possible.</li> <li>3. Avoid in person meetings where appropriate</li> <li>4. No shared resource in meetings</li> <li>5. Seating and rooms changed to enhance social distancing</li> <li>6. No shared staff lunches</li> <li>7. Kitchen areas closed or socially distanced with signage and capacity limits</li> <li>8. Bags etc... kept in lockers or under desks</li> <li>9. Office layouts demarcated and changed to ensure do not face each other</li> <li>10. Office staff work alternating shifts to reduce risk.</li> </ol> |   |                                      |                   |
| <b>Remaining Level of Risk</b>  |   | Consider risk after control measures |                   |
| <b>HIGH</b>   | <b>MEDIUM</b>   | <b>LOW</b>                           | <b>NEGLIGIBLE</b> |

**Section 2: Classroom Management & Resources**

**St Joseph's Catholic Primary School**

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus                     |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Remove excess furniture to increase space if space to do so– to teaching break out rooms</li> <li>2. Children keep to their desks when in the room in KS2</li> <li>3. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc.)</li> <li>4. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence</li> <li>5. Children reminded if cannot adhere to charter and spoken to re the need for social distancing</li> <li>6. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction but where needed should be side to side and not facing</li> <li>7. Mark out an area for the teacher – 2m distancing at front of room</li> <li>8. Children to use same desk each day</li> <li>9. Teacher and TA/1:1 are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>)</li> <li>10. Children stay in the classroom for majority of the day and not mix with other groups – children will have a designated outdoor space to ensure more opportunities for learning outside</li> <li>11. Coats and bags to be hung on pegs</li> <li>12. Disposable bags provided from home for packed lunches. Boxes used for hot lunches during lockdown in January 20201</li> <li>13. Maintain air-flow in the classroom by opening doors and windows.</li> <li>14. Conversations in class from adult height where appropriate.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Children having toileting accidents and needing assistance with their personal care.</b>                         |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <p>Staff using face coverings and PPE do so at their own risk and are expected to use and maintain such equipment in accordance with guidance issued by the World Health Organisation and the manufactures recommendations. PPE should be put on and taken off safely using this guidance: <a href="#"><u>PPE Guidance</u></a></p> <ol style="list-style-type: none"> <li>1. Children will be reminded to use the toilets throughout the day</li> <li>2. If a child has an accident, staff will clear the area of the classroom and ensure it is disinfected immediately.</li> <li>3. Staff will encourage the child to take off any soiled clothing – supporting only when necessary.</li> <li>4. Staff will wear gloves and aprons and will wash their hands immediately and also use hand gel after washing.</li> <li>5. Soiled clothing will be double bagged and placed in the child's school bag to be taken home and cleaned.</li> <li>6. The child will be supervised to wash their hands properly.</li> <li>7. Parents informed via phone by class teacher or school office.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Children placing toys and resources in their mouths</b> and therefore increasing the risk of infection in bubbles. |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                       |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls   |                   |
| <ol style="list-style-type: none"> <li>1. Children will be reminded at the start of each session about not putting things in their mouths/touching their faces.</li> <li>2. In EYs and KS1, resources will be shared but regularly cleaned after use.</li> <li>3. In KS2, children will have their own set of stationery which will be cleaned each day and kept in their own pack.</li> <li>4. Resources have been removed from the classroom that cannot be easily cleaned.</li> <li>5. Resources such as blocks will be cleaned between different children using these.</li> <li>6. Reduced number of children in the different learning areas so they do not become overcrowded.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Cleaning and use of outdoor equipment in the Early Years and KS1 area.</b>                                       |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children will wash hands before and after using sand and water.</li> <li>2. Other resources which are not easily cleaned will be removed; role play clothes, fabric, bean bags.</li> <li>3. Timetable for each class bubble to use specific equipment to avoid cross over and allow for cleaning in between groups.</li> <li>4. Equipment to be used once a class bubble has used it e.g. wiping down the bikes with anti bac wipes</li> <li>5. Children to wash their hands before going outside and on returning to the classroom</li> <li>6. Mud suits will then be washed and hung up to dry at the end of the day.</li> <li>7. Bags containing gloves and mask will be worn by staff.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Snack time and water bottles.</b>  |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus</b> that could result in serious illness and/or death.                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children will be supervised to wash their hands before snack.</li> <li>2. All children will have snack at the same time so that tables can be cleaned before and after.</li> <li>3. Children will be reminded to eat with their mouths closed.</li> <li>4. Children will wash their hands after snack.</li> <li>5. All water bottles are labelled and will be left on the children's desks rather than in a central location to avoid the children touching other bottles when looking for their own.</li> <li>6. In EYs/KS1 water bottles will be stored by the sink.</li> <li>7. Water bottles in EYs/KS1/ KS2 will be sterilised at the end of each day.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Distressed children entering the setting</b> without parents to support whilst maintaining social distancing     |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus</b> that could result in serious illness and/or death.                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Parents are notified of expectations to leave children at the gate.</li> <li>2. A member of staff will support the children into the setting if needed whilst keeping 2m social distancing.</li> <li>3. If a child is too distressed for staff to comfort, it will be suggested to parents that it may be more beneficial to take them home.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Lack of personal hygiene in young children</b>   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Children will sanitise their hands on arrival at school and before entering the building.</li> <li>2. Children will be reminded each day about the need for personal hygiene using age appropriate resources</li> <li>3. Children will be reminded to “catch it, bin it, kill it” when coughing or sneezing</li> <li>4. For those younger children who struggle to wipe their nose support can be given if deemed necessary and staff will wear PPE to do this.</li> <li>5. Children will be shown where the supply of tissues is and will be encouraged to use these.</li> <li>6. Children will be reminded to place any used tissues in the bin.</li> <li>7. Children will be supervised to ensure that their hands are cleaned and dried properly. Children will wash hands when they arrive at school, when they return from breaks, if they change rooms and before and after eating.</li> <li>8. Children will use songs/rhymes to support the correct washing of hands.</li> <li>9. If children's clothing becomes contaminated due to poor personal hygiene then it will be removed and double bagged and the child will be provided with alternative clothing. The bag will be kept by the sink area until home time.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Contact of shared resources</b> resulting in indirect transmission of the virus                                  |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Packs of stationery labelled with child's name on in KS1/KS2</li> <li>2. Tubs of resources for individuals if needed – maths cubes etc.</li> <li>3. Resources sterilised each night and left to dry if not same person using them the next day</li> <li>4. Cleaners to ensure tables, door handles and other surfaces are sterilised daily</li> <li>5. Lessons planned so resources are individual and not shared – or on white board</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Plastic packets (zippy) bags used for individual resources</li> <li>8. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>9. Hand sanitiser available in all classrooms.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>   |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls                 |                   |
| <ol style="list-style-type: none"> <li>1. Individual risk assessments in place for identified children</li> <li>2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals</li> <li>3. Extra disposable aprons ordered</li> <li>4. Extra gloves ordered</li> <li>5. Some visors also ordered if needed</li> <li>6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>7. EYs KS1/KS2 staff to wear face coverings/shields when working near to children.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Risk of spreading virus due to music teaching:</b> resulting in direct transmission of the virus                 |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Playing wind instruments and singing should take place outdoors.</li> <li>2. Singing indoors will only take place in a large well-ventilated room with high ceilings and a limited number of children.</li> <li>3. If singing in smaller groups, children should socially distance and be seated to ensure 2m apart.</li> <li>4. Children should not face each other when singing or playing wind instruments.</li> <li>5. All equipment/ instruments will be cleaned after use.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|  |   |   |                   |
|--|---|---|-------------------|
| <b><u>Identify hazard</u></b>  | <b>Risk of spreading virus due to PE teaching:</b> resulting in direct transmission of the virus                    |   |                   |
| <b>Existing level of risk</b>  | Consider current level of risk  |   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |   | <b>Spread of Coronavirus that could result in serious illness and/or death.</b> |                   |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |   |                   |
| <ol style="list-style-type: none"> <li>1. Children will be kept in consistent groups.</li> <li>2. All equipment will be cleaned between uses.</li> <li>3. At present, PE will only take place outside.</li> <li>4. Team sports should be limited and guided by <a href="#">Guidance for safe provision of team sports</a></li> <li>5. The 'Daily Mile' is encouraged to help children keep physically active.</li> </ol> |   |   |                   |
| <b>Remaining level of risk</b>   | Consider level of risk following use of control measures  |   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

**Section 3: Health Care & Wellbeing**

**St Joseph's Catholic Primary School**

|  |   |                                      |                   |
|--|---|--------------------------------------|-------------------|
| <b><u>Identify hazard</u></b>  | <b>Person Displaying Symptoms &amp; relevant to first aid situation</b>   |                                      |                   |
| <b>Existing level of risk</b>  |   |                                      |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>                           | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |   | <b>Transmission Risk Elevated</b>    |                   |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                                      |                   |
| <ul style="list-style-type: none"> <li>• Isolate child or staff member in designated area/medical room</li> <li>• Social distance where possible.</li> <li>• Use PPE where appropriate in first aid situation in line with government guidance – includes masks, gloves, aprons, soap, hand sanitisers and visors.</li> <li>• PPE handout available to all staff to ensure it is wore correctly</li> <li>• If a child, call parent to collect child plus siblings as precaution</li> <li>• Advise parent of necessity through home school agreement to immediately seek a test and advise us of outcome. Flyer with relevant information for parents to be handed out by the office.</li> <li>• Person removed from site and advised to self-isolate immediately</li> <li>• If test returns positive follow government guidance at time, currently– return home for 10 days minimum – household to isolate for 14 days</li> <li>• Follow procedures in KCSP contingency plans for outbreaks document.</li> <li>• Close Bubble for 14 days including staff</li> </ul> |   |                                      |                   |
| <b>Remaining Level of Risk</b>   |   | Consider risk after control measures |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>                           | <b>NEGLIGIBLE</b> |

|  |   |   |                   |
|--|---|---|-------------------|
| <b><u>Identify hazard</u></b>  | <b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus                  |   |                   |
| <b>Existing level of risk</b>  | Consider current level of risk  |   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
|  |   | <b>Spread of Coronavirus that could result in serious illness and/or death.</b> |                   |
| <b><u>Control measures</u></b>   | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |   |                   |
| <ol style="list-style-type: none"> <li>1. All staff to have an overview of COSHH training</li> <li>2. All staff to follow government guidance on cleaning in non-healthcare settings:<br/><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>3. Hand sanitiser dispenser along corridors</li> <li>4. Hand sanitiser order in large quantities</li> <li>5. Extra soap dispensers and re-fills in each classroom</li> <li>6. Children hand wash or hand sanitiser on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>7. Washing hands posters replaced in all washing areas</li> <li>8. Reminders how to wash hands properly – videos and posters</li> <li>9. Procedure agreed for children to wash hands so thorough hand washing</li> </ol> |   |   |                   |
| <b>Remaining level of risk</b>   |   | Consider level of risk following use of control measures                        |                   |
| <b>HIGH</b>  | <b>MEDIUM</b>   | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Risk of spreading virus</b> due to child being ill in school   |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Isolation Room used to isolate pupil from others (outside reception class in corridor).</li> <li>2. Staff to use PPE equipment.</li> <li>3. Parents contacted immediately and pupil and any siblings to go home.</li> <li>4. Office/ SLT give parent's advice regarding a test and isolation.</li> <li>5. Office to inform parents of children in the class that a child has displayed symptoms and is seeking a test.</li> <li>6. Child and family to self-isolate re: government guidance.</li> <li>7. Seek tests for pupil and staff if needed.</li> <li>8. Parents to inform school of test result.</li> <li>9. If positive result, children and staff in the class to self-isolate for 14 days and seek a test if displaying any symptoms.</li> <li>10. Clean area and items used by child thoroughly using anti bacteria solution.</li> <li>11. Class that the child has been in to be closed and all staff and pupils to self-isolate for 14 days.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Staff will remain in one bubble and will not move between bubbles during lesson time.</li> <li>2. Staff will alert SLT to any concerns they might have.</li> <li>3. Individual RA in place for vulnerable staff.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Management of communication, anxiety of staff and Mental Health</b>  |                   |
| <b>Existing level of risk</b>  |               | Many staff scared to return, anxious regarding safety measures and personal risks                                   |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Staff metal health at risk</b>   |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Communicate all emails to staff including ones going to parents regarding arrangements</li> <li>2. Share risk assessments with all staff</li> <li>3. Home school agreement allowing enforcement if rules not followed.</li> <li>4. Regular online meetings to enable staff to air views and any concerns.</li> <li>5. Well-being council in place for all staff to raise concerns</li> </ol> |               |   |                   |
| <b>Remaining Level of Risk</b>   |               | Consider risk after control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Emotional distress of the children</b>   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Wellbeing of children is affected and may impact on their mental health and ability to focus on learning. Could also impact on behaviours.</b> |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls                               |                   |
| <ol style="list-style-type: none"> <li>1. Children to have class teacher and any available SEND/1:1 support (if possible) in the first instance</li> <li>2. 2 metre social distancing provision available for children who are distressed</li> <li>3. Pastoral team available to support vulnerable children</li> <li>4. Social stories shared with vulnerable children</li> <li>5. Planned return to school lessons based on acknowledging current situation and the impact on children and their families</li> <li>6. Wellbeing curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load</li> <li>7. Cohort profiles complete and shared with new teacher indicating where support might be needed</li> <li>8. Children with EHCP have own risk assessment</li> <li>9. Parents/Teacher transition information shared</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

**St Joseph's Catholic Primary School**

|  |               |   |                   |
|--|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>  |               | <b>Emotional distress of the staff – including anxiety</b>  |                   |
| <b>Existing level of risk</b>  |               | Consider current level of risk  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>   |               | <b>Could affect mental health and wellbeing as well as physical symptoms.</b>                                       |                   |
| <b><u>Control measures</u></b>   |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures through Covid Council</li> <li>2. Sharing of support helplines – HCC and others</li> <li>3. At least one SLT member of staff on site every day for staff to share concerns with</li> <li>4. Risk assessments reviewed weekly</li> <li>5. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</li> <li>6. Planned time for planning and preparation within the week especially for those with children in school</li> </ol> <p>The <a href="#">Education Support Partnership</a> free and confidential helpline is available 24/7 to everyone working in education and is available UK wide on 08000 562 561</p> |               |   |                   |
| <b>Remaining level of risk</b>   |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>  | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

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Section 4: Outdoors Management

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Lack of social distancing during playtimes and lunchtimes</b><br>resulting in direct transmission of the virus   |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Staggered playtimes and allocated play area in the first instance</li> <li>2. Reduced playtime equipment – hard surfaces and can be easily cleaned</li> <li>3. Each bubble to have their own set of equipment that can be easily cleaned</li> <li>4. Games discussed which encourage social distancing – football passing, catch etc.</li> <li>5. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>6. Children practice talking 2 metres apart – modelled by staff</li> <li>7. Each bubble has their own designated and zoned outside space</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

|   |               |   |                   |
|---|---------------|---|-------------------|
| <b><u>Identify hazard</u></b>   |               | <b>Risk of sunburn/dehydration</b> from increased amounts of time outside.  |                   |
| <b>Existing level of risk</b>   |               | Consider current level of risk  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |
| <b>Consequences of no action</b>  |               | <b>Spread of Coronavirus that could result in serious illness and/or death.</b>                                     |                   |
| <b><u>Control measures</u></b>  |               | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |                   |
| <ol style="list-style-type: none"> <li>1. Parents to provide sun cream for the children and ensure that they are able to apply this independently. (Nursery only attend for 15 hours so would not need to reapply)</li> <li>2. All children with sun cream supplied will reapply when directed to by an adult</li> <li>3. Sunhats to be provided by parents and staff to ensure that these are worn in hot weather.</li> <li>4. Children will be reminded to drink plenty of water to avoid dehydration.</li> <li>5. Children will be encouraged to play in the shade where possible</li> <li>6. Additional shade to be provided through the use of a gazebo which can be moved to specific areas children are working in.</li> </ol> |               |   |                   |
| <b>Remaining level of risk</b>  |               | Consider level of risk following use of control measures  |                   |
| <b>HIGH</b>   | <b>MEDIUM</b> | <b>LOW</b>  | <b>NEGLIGIBLE</b> |

**Government Guidance on cleaning in non-healthcare settings:**

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning