

Identify the hazards (anything that can cause harm):	Who might be harmed?	What measures are in place to reduce the risk?	What further action is needed to reduce the risk? (State actions)	Estimate Risk Low Med High
COVID-19 Welcoming children back on site	Staff, children	<ul style="list-style-type: none"> • UK Government guidance being followed COVID19: implementing protective measures in education and childcare settings (22nd May edition) COVID -19: guidance for schools and other educational settings • Parents will be sent a copy of this risk assessment • Pupils will be reminded of handwashing requirements and illness triggers • Record kept of all attendees – sent to DFE daily • Only one parent/guardian will bring their children to school • Parents ensure that school has at least one emergency contact who will be available during the school day if required in an emergency • Parents do not come on to the school site except in emergency – in which case they should use the main entrance and contact the school office via the intercom system at the door • At the school gates there will be a system allowing 2m social distancing supervised by a member of SLT (distance markings on pavements and staggered start and finish times) • Information posters are present across site on hygiene and social distancing • All Children will come to school with a named water bottle and lunch box only • Each child will have in school from their first day – sun cream/ hat and a change of clothes for youngest children – these will stay in school until the end of term • On the class PE day children (other than EY) should come to school in PE kit and remain in PE kit for the whole day • All children must be taught at home to apply sun-cream as staff will be 	<p>Groups separated at entry and exit by use of EY and KS2 gates and staggered start and finish times</p> <p>Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.</p>	Low

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		<p>unable to assist with this</p> <ul style="list-style-type: none"> • Where possible children should have fresh uniform each day 		
<p>COVID-19 Welcoming staff back on site</p>		<ul style="list-style-type: none"> • UK Government guidance being followed COVID19: implementing protective measures in education and childcare settings (22nd May edition) COVID -19: guidance for schools and other educational settings • Staff will be responsible for their own health assessment – if they feel unwell, they must stay at home and evaluate their condition and notify the Headteacher in the usual way • If a member of staff is unwell with Covid 19 symptoms at school, they must inform the Headteacher and leave the site immediately – they should then ensure that they have had a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines • Employees with COVID-19 or suspected COVID-19 will self –isolate as per Government guidelines • Staff will be sent a copy of this risk assessment • All documents will be published on the school website • All staff will have a 1:1 meeting with HT to ensure that personal risk assessments are written as needed and that staff feel confident in attending school – personal risk assessments will be put in place as needed 		<p>Low</p>

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		<ul style="list-style-type: none"> • All staff will understand and rigorously promote handwashing measures • Staff should retain their own pens for supporting pupils etc. • The staffroom can hold a maximum of 6 people – 2m apart but should be used minimally. All used cups, plates etc must be placed in the dishwasher immediately after use. • All staff meetings will be held remotely via Microsoft Teams • It is expected that all staff will leave the premises by 4 pm unless there is an agreed arrangement in place with MDW, to allow for through cleaning of all rooms used at the end of each day • Staff and their school-placed children may enter the site via the main entrance. Staff children will then be taken straight to their bubble classroom and will remain there. • Staff and their school-placed children will leave site immediately at the of the school day. Children of staff will be dropped off and collected from their 'bubble' classroom and must not access any other areas in the school or school site • Staff toilet area – staff will be expected to wipe the toilet handle and taps after use – wipes will be provided for this purpose • Hand gel will be available in School Reception and classrooms – for adult use only in addition to handwashing 		
COVID-19 Vulnerable Employees	Staff, children	<ul style="list-style-type: none"> • UK Government guidance being followed • Managers have identified certain vulnerable employees through discussions and Risk Assessments put in place as appropriate • Vulnerable employees may be required to work from home • Pregnant workers will be told to self-isolate or work from home 	Ensure staff are have read the risk assessment and sign to ensure they fully understand and comply.	Med

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		<ul style="list-style-type: none"> It is a member of staff's responsibility to inform the HT if there is a change of circumstance 		
COVID-19 On arrival and departure	Staff, children	<ul style="list-style-type: none"> Pupils will be welcomed to school at staggered times to allow for social distancing Families will be given a drop off and pick up time in writing prior to first day Each group will have a designated gate which will be notified to parents in advance A staff member from each group will welcome the children and escort them into the building through their designated door. The children will carry their own equipment this will include – named water bottle, lunch bag if providing their own and coat. The children will enter the school and will immediately wash their hands in the classroom (Year 6 in resource area). The reverse of this will take place at the end of day. Children will be supervised by an adult when washing their hands throughout the day: on arrival; before and after playtime; before and after lunch; before going home; and after using the toilet. 		
Reducing stress and anxiety – caring for mental health	Staff, pupils and parents	<ul style="list-style-type: none"> Parents will be given guidance on preparing their children for being in school prior to the start date. Communication is extremely important before and during this time The office will be staffed daily 8.30-3.30pm so that parents can phone for reassurance if required 		Med – we will seek further professional advice as

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		<ul style="list-style-type: none"> • Everyone will adhere to our Catholic values and act in love and kindness • Any member of staff/pupils feeling vulnerable/ upset/ unsure will be treated with respect – they will be listened to and appropriate solutions will be found – this may include going home • The curriculum will focus around PSHE and well-being, staff will consider this at all times as the school priority • Time will be given to process and just 'be' • All staff have previously undertaken trauma training and will be able to provide support as needed 		needed
COVID-19 School day/ classroom and shared space safety		<ul style="list-style-type: none"> • All classroom hard surfaces will be wiped at lunchtime and thoroughly cleaned again after school • All bins will be emptied by the cleaner twice daily • Used tissues and handtowels to be placed in marked lidded bin in classrooms for appropriate disposal by cleaner. These will be emptied at least twice daily • Handwashing routines to be enforced as regularly as required – guidance is a minimum (Children will be supervised by an adult when washing their hands throughout the day: on arrival; before and after playtime; before and after lunch; before going home; and after using the toilet) • Children should be discouraged from touching their faces • Staff will endeavour to adhere to the social distancing measure where possible – this is less likely with the younger children (children and staff will remain in their own 'bubble' at all times) • Learning will take place outdoors where possible – staff to utilise areas adjacent to their classrooms and well away from other groups 	Reorganisation of classrooms on Friday, 5 th June or before	

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		<ul style="list-style-type: none"> • iPads will be disinfected after each use before being returned to the trolley for recharging • Classrooms should be clutter free and surfaces tidy • Year 1 to 6 children will be provided with their own resources which will be kept on their individual table • Toilets are assigned as follows: Purple Group (Nursery) – EY toilets: Yellow Group (Reception 1) and Orange Group (Reception 2) – KS1 Boys toilets: Green Group (Year 1) – KS1 Girls toilets: Pink Group (KS1 Key workers) – Hall toilets: Blue Group (Key Workers 3/4) and Red Group Key Workers 5/6 to use KS2 toilets (cubicles and wash basins allocated to each class) • Classroom external doors will be used at all times to enter and exit apart from use of the toilet • Internal classroom doors will be open at all times and classrooms kept well ventilated (windows and external door opened where practicable) • The hall will be used only if outside exercise is not possible • No use of the corridors needed apart from access to toilets and movement to the hall • Each 'bubble' will have their own Play Equipment which will be left out at the end of the day so that it can be wiped and kept clean 		
COVID-19 office procedures		<ul style="list-style-type: none"> • Only one member of office staff will be in the main office at any one time • Access to photocopier is one staff member at a time • Shift patterns are in place so that only one person at a time is in the office • The phones/ keyboards and photocopier will be wiped at the end of everyday 	Discussion with office Staff	Low

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COVID-19 lunch and break time procedures		<ul style="list-style-type: none"> • All lunches will be packed. Brunch bags will be provided for UIFSM and FSM children and others who request them. These will be prepared by a member of staff who has appropriate food hygiene training • Lunches will be eaten in classrooms. Tables will be wiped before being used for lunch and again afterwards. • Playground areas will be used on rotation – use of back field (dependent on numbers of pupils who attend). Classes to have playground equipment boxes • Staff will have appropriate breaks which will be staggered to ensure that they remain within their ‘bubble’ 	To be confirmed when we know numbers of returning pupils	Low
COVID-19 Someone who is infected entering the premises	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • The building is closed to the public so visitors and parents are not permitted except for essential purposes • Deliveries are left at front porch or in entrance hall as appropriate after the bell has been rung/ office notified • Information posters are present at entrances • Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. • Best practice hygiene requirements are being followed. Frequently touched areas cleaned at lunchtime and end of every day. • All fundraising events cancelled until further notice • Staff working from home where practicable • All outside curriculum contracts will be suspended 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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COVID-19 Someone becomes ill in the workplace	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online • Best practice hygiene requirements are being followed. • Staff communicating daily to assess and evaluate the risks • Social distancing is being followed as best as possible • Information posters on hygiene are present on notice as appropriate • Regular cleaning of frequently touched areas take place • If a child becomes ill parents to be informed immediately – child to wait in the SBM office and leave the building from that room; only use disabled toilet which will be cleaned after use • Member of staff waiting with child to be collected will wear appropriate PPE • If a child tests positive for Covid 19 all staff and children in that 'bubble' will self-isolate for 14 days • Pupil and family will follow isolation guidance – if a test is possible and the results are negative the child may return 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Med
COVID-19 Contaminated workplace	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed – advice to be followed • Deep clean company called in if required • Best practice hygiene requirements are being followed. • Social distancing is being followed as best as possible • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Building is closed to the public so visitors not permitted • Only necessary maintenance carried out by external contractors 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Med

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COVID-19 Workplace gatherings	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • Social distancing has been implemented • All employees who are able to work from home have been told to do so • Business meetings take place via Microsoft Teams • Parent meetings/Stay and play sessions etc are cancelled until further notice • No handshaking • Social distancing where practicable 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Self-isolation and wellbeing	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>) • Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, Team or phone contact 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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COVID-19 Travel	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • Parents and Staff are advised to walk, cycle or drive where possible and to limit the use of public transport to essential use only • Parents and Staff are advised to keep social distancing whilst travelling 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Med
COVID-19 Visiting other sites or home visits	Staff and children	<ul style="list-style-type: none"> • All visits to other sites such as training courses have ceased • All home-visits have ceased • All trips have been cancelled 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Other building users	Staff and children	<ul style="list-style-type: none"> • Access to car park is restricted to staff and essential contractor/deliveries only 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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COVID-19 Governor and other professionals meeting	Staff and children	<ul style="list-style-type: none"> • UK Government guidance being followed • Meetings will be held remotely via Microsoft Teams 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Hygiene	Staff and children	<ul style="list-style-type: none"> • high contact areas to be cleaned everyday • clean equipment used daily – it is the class teacher’s responsibility to highlight what needs cleaning including PE equipment, and IT equipment • Mid-day cleaning of classrooms and toilet areas • Hand sanitiser available at the entrance and in each classroom • Heighten awareness of good handwashing practise and good personal hygiene • Staff room tea towels to be changed daily • Cleaning cloths to be changed daily • Hand towels and soap to be replenished frequently • All children to be reminded of the handwashing routines including songs if needed – regularly communicated with home and refreshed • Washing of toys daily • Limit the range of toys / games available – rotate whilst washing • PPE (gloves and aprons) only to be worn when personal care for children is required • Sufficient and appropriate cleaning material sourced and available 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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