

| 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 |
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| COVID-19 Welcoming all children back on site | Staff, children | <ul style="list-style-type: none"> • UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) • 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 – daily registers and robust attendance procedures will resume; all children will be expected to be back in school each day • Only one parent/guardian will bring their children to school; parents will be discouraged from gathering at the school gates or in the school vicinity but will keep to the allocated drop off and pick up time for their child only. • 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 social distancing supervised by a member of staff • Information posters are present across site on hygiene • All Children will come to school with a named water bottle, lunch box, school/book bag, coat, PE kit and KS2 pencil case only • Each Early Years child will have in school from their first day a hat and a change of clothes– these will stay in school until the end of term • All children must be taught at home to apply sun-cream as staff will be unable to assist with this | <p>Groups separated at entry and exit by use of EY, side and field 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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| COVID-19 Staff back on site | | <ul style="list-style-type: none"> • UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) • 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 • Staff personal risk assessments will be written with the HT/SBM and put in place as needed • All staff will understand and rigorously promote handwashing measures • Staff should retain their own pens for supporting pupils etc. • Staff will socially distance when using the staffroom. • All used cups, plates etc must be placed in the dishwasher immediately after use. • All staff meetings will be held in a room large enough to allow for social distancing. | Ensure staff have read the risk assessment and sign to ensure they fully understand and comply. | Low |

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| | | <ul style="list-style-type: none"> Staff and their school-placed children may enter the site via the main entrance. Staff children will then be taken straight to their classroom from 8:20am at the earliest 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 classroom and must not access any other areas in the school or school site 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 www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) Managers have identified certain vulnerable employees through discussions and individual Risk Assessments put in place as appropriate Pregnant workers will be told to self-isolate or work from home It is a member of staff's responsibility to inform the HT if there is a change of circumstance | Ensure staff are have read the risk assessment and sign to ensure they fully understand and comply. | Med |
| 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. (Year 3 & 4 will enter | | |

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| | | <p>through their classroom fire door; all other classes will go straight to their cloakroom as only one class will arrive at a time where cloakrooms are shared)</p> <ul style="list-style-type: none"> • The children will carry their own equipment this will include – named water bottle, lunch bag if providing their own, school/book bag, pencil case (KS2) 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; 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 • 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 include more of a focus around PSHE and well-being, staff will consider this at all times as the school priority • All staff have previously undertaken trauma training and will be able to provide support as needed | | Med – we will seek further professional advice as needed |

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| COVID-19 School day/ classroom and shared space safety | | <ul style="list-style-type: none"> • All classroom hard surfaces will be thoroughly cleaned after school each day • 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 • iPads will be disinfected after each use before being returned to the trolley for recharging • Classrooms should be clutter free and surfaces tidy • Classrooms will be kept well ventilated (windows 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 | Ensure staff have read the risk assessment and sign to ensure they fully understand and comply. | |
| COVID-19 office procedures | | <ul style="list-style-type: none"> • Access to photocopier is one staff member at a time • The phones/ keyboards and photocopier will be wiped at the end of everyday | | Low |

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| COVID-19 lunch and break time procedures | | <ul style="list-style-type: none"> Lunches will be eaten in the hall on a rota system. Tables will be wiped before being used for lunch and again afterwards. Playground areas will be used on rotation; Years 1-6, two classes out to play at any one time. | | Low |
| COVID-19 Someone who is infected entering the premises | Staff and children | <ul style="list-style-type: none"> UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) 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 Necessary maintenance carried out by external contractors outside of school hours e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the end of every day. All fundraising events cancelled until further notice All outside curriculum contracts will be suspended until further notice. | Ensure staff have read the risk assessment and sign to ensure they fully understand and comply. | Low |
| COVID-19 Someone becomes ill in the workplace | Staff and children | <ul style="list-style-type: none"> UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) Persons showing signs of COVID-19 are sent home immediately and | Ensure staff have read the risk assessment and sign to ensure they fully understand and comply. | Med |

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| | | <p>advised to follow NHS guidelines online</p> <ul style="list-style-type: none"> • Best practice hygiene requirements are being followed. • Staff communicating daily to assess and evaluate the risks • Social distancing is being followed by adults as best as possible • Information posters on hygiene are present 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 ‘class bubble’ will self-isolate for 14 days • Pupil and family will follow isolation guidance – if a test result is negative the child may return | | |
| COVID-19 Contaminated workplace | Staff and children | <ul style="list-style-type: none"> • UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) • Deep clean company called in if required • Best practice hygiene requirements are being followed. • Social distancing by adults 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 other than those permitted in the | Ensure staff have read the risk assessment and sign to ensure they fully understand and comply. | Med |

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| | | <p>government guidelines are not permitted</p> <ul style="list-style-type: none"> Only necessary maintenance carried out by external contractors during school hours. | | |
| COVID-19 Workplace gatherings | Staff and children | <ul style="list-style-type: none"> UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) Social distancing by adults has been implemented 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 www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) | 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 www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) 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 until further notice | 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 |
| COVID-19 Governor and other professionals meeting | Governors, staff and children | <ul style="list-style-type: none"> UK Government guidance being followed www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (2nd July) All meetings will be held in a room large enough to allow for social distancing or remotely via Microsoft Teams. | Ensure Governors have read the risk assessment and sign to ensure they fully understand and comply. | Low |

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| 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 • 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 – regularly communicated with home and refreshed • 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monitoring Arrangements Ensure staff are vigilant and follow policies and procedures at all time Review as needed | Relevant employees who need to be informed of this risk assessment (employees to sign when they have read). <table border="1" data-bbox="353 1034 1742 1401"> <thead> <tr> <th data-bbox="353 1034 689 1074">Name</th> <th data-bbox="689 1034 1025 1074">Signature</th> <th data-bbox="1025 1034 1361 1074">Name</th> <th data-bbox="1361 1034 1742 1074">Signature</th> </tr> </thead> <tbody> <tr> <td data-bbox="353 1074 689 1121">M Delany-White</td> <td data-bbox="689 1074 1025 1121"><i>M Delany-White</i></td> <td data-bbox="1025 1074 1361 1121">Debbie Brooks</td> <td data-bbox="1361 1074 1742 1121"></td> </tr> <tr> <td data-bbox="353 1121 689 1169">Fiona Rooney</td> <td data-bbox="689 1121 1025 1169"></td> <td data-bbox="1025 1121 1361 1169">Stuart Smith</td> <td data-bbox="1361 1121 1742 1169"></td> </tr> <tr> <td data-bbox="353 1169 689 1217">John Matthews</td> <td data-bbox="689 1169 1025 1217"></td> <td data-bbox="1025 1169 1361 1217">Debbie Brown</td> <td data-bbox="1361 1169 1742 1217"></td> </tr> <tr> <td data-bbox="353 1217 689 1265">Delasi Osei</td> <td data-bbox="689 1217 1025 1265"></td> <td data-bbox="1025 1217 1361 1265">Sam Martin-Morrissey</td> <td data-bbox="1361 1217 1742 1265"></td> </tr> <tr> <td data-bbox="353 1265 689 1313">Fr Jamie</td> <td data-bbox="689 1265 1025 1313"></td> <td data-bbox="1025 1265 1361 1313">Jakub Pilc</td> <td data-bbox="1361 1265 1742 1313"></td> </tr> <tr> <td data-bbox="353 1313 689 1361">Jenni Kingham</td> <td data-bbox="689 1313 1025 1361"></td> <td data-bbox="1025 1313 1361 1361"></td> <td data-bbox="1361 1313 1742 1361"></td> </tr> <tr> <td data-bbox="353 1361 689 1401"></td> <td data-bbox="689 1361 1025 1401"></td> <td data-bbox="1025 1361 1361 1401"></td> <td data-bbox="1361 1361 1742 1401"></td> </tr> </tbody> </table> | | | | Name | Signature | Name | Signature | M Delany-White | <i>M Delany-White</i> | Debbie Brooks | | Fiona Rooney | | Stuart Smith | | John Matthews | | Debbie Brown | | Delasi Osei | | Sam Martin-Morrissey | | Fr Jamie | | Jakub Pilc | | Jenni Kingham | | | | | | | |
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