

Identify the hazards (anything that can cause harm):	<u>Who</u> 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
		<ul style="list-style-type: none"> • 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 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	
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 (5th November) 	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 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. 4 /5 people seated at one time. • 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 and individual teachers with own RA will join all meetings via Microsoft Teams. • 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 		

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		<p>8:20am at the earliest and will remain there.</p> <ul style="list-style-type: none"> 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 sanitizer 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 (5th November) 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 are welcomed to school at staggered times to allow for social distancing Families have been given a drop off and pick up time in writing prior to first day Each group have a designated gate which will be notified to parents in advance with regular reminders in the Headteacher's Newsletter A staff member from each group welcomes the children and escorts them into the building through their designated door. (Year 3 & 4 enter through their classroom fire door; all other classes will go straight to their 		

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		<p>cloakroom as only one class arrives at a time where cloakrooms are shared)</p> <ul style="list-style-type: none"> • The children 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 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 are 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 have been given guidance on preparing their children for being in school. 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 is treated with respect – they are 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
COVID-19 School day/		<ul style="list-style-type: none"> • All classroom hard surfaces will be thoroughly cleaned after school each day 	Ensure staff have read the risk assessment and sign	

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classroom and shared space safety		<ul style="list-style-type: none"> • All bins will be emptied by the cleaner daily • Used tissues and handtowels to be placed in marked lidded bin in classrooms for appropriate disposal by cleaner. These will be emptied 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; 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 by younger children 	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 on separate playgrounds. 		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 (5th November) 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 face-to-face 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 (5th November) 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, following PHE advice • 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 (5th November) • 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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		government guidelines are not permitted <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 (5th November) 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 (5th November) 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 (5th November) 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 Members of staff not to share cards 	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 (5th November) 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 for adult use only • Heighten awareness of good handwashing practise and good personal hygiene • Staff room tea towels to be changed daily • Antibacterial spray and paper towels available • 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

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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="353 512 1742 1161"> <thead> <tr> <th data-bbox="353 512 689 555">Name</th> <th data-bbox="689 512 1025 555">Signature</th> <th data-bbox="1025 512 1361 555">Name</th> <th data-bbox="1361 512 1742 555">Signature</th> </tr> </thead> <tbody> <tr> <td data-bbox="353 555 689 598">M Delany-White</td> <td data-bbox="689 555 1025 598"><i>M Delany-White</i></td> <td data-bbox="1025 555 1361 598">Debbie Brooks</td> <td data-bbox="1361 555 1742 598"></td> </tr> <tr> <td data-bbox="353 598 689 641">Fiona Rooney</td> <td data-bbox="689 598 1025 641"></td> <td data-bbox="1025 598 1361 641">Stuart Smith</td> <td data-bbox="1361 598 1742 641"></td> </tr> <tr> <td data-bbox="353 641 689 684">John Matthews</td> <td data-bbox="689 641 1025 684"></td> <td data-bbox="1025 641 1361 684">Debbie Brown</td> <td data-bbox="1361 641 1742 684"></td> </tr> <tr> <td data-bbox="353 684 689 727">Delasi Osei</td> <td data-bbox="689 684 1025 727"></td> <td data-bbox="1025 684 1361 727">Sam Martin-Morrissey</td> <td data-bbox="1361 684 1742 727"></td> </tr> <tr> <td data-bbox="353 727 689 770">Fr Jamie</td> <td data-bbox="689 727 1025 770"></td> <td data-bbox="1025 727 1361 770">Jakub Pilc</td> <td data-bbox="1361 727 1742 770"></td> </tr> <tr> <td data-bbox="353 770 689 813">Jenni Kingham</td> <td data-bbox="689 770 1025 813"></td> <td data-bbox="1025 770 1361 813"></td> <td data-bbox="1361 770 1742 813"></td> </tr> <tr> <td data-bbox="353 813 689 857"></td> <td data-bbox="689 813 1025 857"></td> <td data-bbox="1025 813 1361 857"></td> <td data-bbox="1361 813 1742 857"></td> </tr> <tr> <td data-bbox="353 857 689 900"></td> <td data-bbox="689 857 1025 900"></td> <td data-bbox="1025 857 1361 900"></td> <td data-bbox="1361 857 1742 900"></td> </tr> <tr> <td data-bbox="353 900 689 943"></td> <td data-bbox="689 900 1025 943"></td> <td data-bbox="1025 900 1361 943"></td> <td data-bbox="1361 900 1742 943"></td> </tr> <tr> <td data-bbox="353 943 689 986"></td> <td data-bbox="689 943 1025 986"></td> <td data-bbox="1025 943 1361 986"></td> <td data-bbox="1361 943 1742 986"></td> </tr> <tr> <td data-bbox="353 986 689 1029"></td> <td data-bbox="689 986 1025 1029"></td> <td data-bbox="1025 986 1361 1029"></td> <td data-bbox="1361 986 1742 1029"></td> </tr> <tr> <td data-bbox="353 1029 689 1072"></td> <td data-bbox="689 1029 1025 1072"></td> <td data-bbox="1025 1029 1361 1072"></td> <td data-bbox="1361 1029 1742 1072"></td> </tr> <tr> <td data-bbox="353 1072 689 1115"></td> <td data-bbox="689 1072 1025 1115"></td> <td data-bbox="1025 1072 1361 1115"></td> <td data-bbox="1361 1072 1742 1115"></td> </tr> <tr> <td data-bbox="353 1115 689 1158"></td> <td data-bbox="689 1115 1025 1158"></td> <td data-bbox="1025 1115 1361 1158"></td> <td data-bbox="1361 1115 1742 1158"></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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