

St Francis Catholic Primary School RISK ASSESSMENT: COMPLETED BY: EB (headteacher)
ASSESSMENT DATE: 29-09-20 REVIEW DATE: 12-11-20

N.B.: The Client is responsible for ensuring the accuracy of comments made in this risk assessment.

Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor	
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES			3. PROPOSED ADDITIONAL ACTIONS	4. RISK LEVEL	5. ACTION OWNER	6. ACTION COMPLETE

Transmission of virus through close contact with direct transmission (coughing and sneezing)	<ul style="list-style-type: none"> • Anyone who is unwell with CV-19 symptoms does not attend school setting. • Hands washed regularly after each learning session for at least 20 seconds and with running water and soap • Hands washed before returning to classrooms • Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. • Social distancing rules stringently adhered to where possible and appropriate (children will find this difficult the younger they are the harder this is) • PPE including a face mask worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary. • Pupils work in class size and stay in this group and with minimal contact with others. • Pupils maintain class bubbles at all times 	<ul style="list-style-type: none"> • Site team to check toilets are adequately stocked. • Reminders to staff at each morning briefing. • Portable wash basins provided 1 per ks1 class • Key stage two tap trough installed outside • PPE provided for staff administering First aid or caring for a staff member / pupil who becomes unwell on site with CV-19 symptoms. • Keep windows and doors open where safe to do so. • No parent/staff meetings to take place face to face. Dialogue to be by telephone call or class email • Assemblies to be provided through Zoom • Class singing allowed but all children must be one metre apart and facing forwards. • Breakfast club and after school club numbers reduced • Children maintain class bubbles (at tables) during breakfast and after school club • Only table top toys allowed • Food taken to children at their tables 	<p align="center">1</p> <p align="center">1</p> <p align="center">1</p> <p align="center">3</p> <p align="center">3</p> <p align="center">2</p>	<p align="center">ND</p> <p align="center">LH</p> <p align="center">EB</p> <p align="center">Bubble group staff</p>	<p align="center">Actions completed</p>
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Transmission of virus through indirect transmission (touch and surface contact)	<ul style="list-style-type: none"> Groups of children limited to class size and stay in the same areas and do not cross contaminate other areas. Children are provided a personal set of school equipment essential for learning and plastic, tray to store them in. Anti bac gel at the three gates to the school and the mobile classroom Breaks and collections / drop off are staggered. All EYFS and KS1 toys and resources rotated within bubble group and deep cleaned after daily use. Limit the number of soft furnishings and toys to a 'must have' Ensure hard play equipment is cleaned at the end of each day. Rotate any practical equipment for KS2 so that it can be cleaned at the end of each day – science, music, art, laptops No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. Dinner time routines ensure all eating utensils are sterilised after use. Children collect lunch on a staggered system and eat in classroom. Kitchen to provide risk assessment Parents asked to wear masks when on school site. 	<ul style="list-style-type: none"> All surfaces cleaned by cleaner at the end of the day. Hot spots such as main entrances, toilet doors and handles etc...) will be cleaned regularly by school staff. Banners/posters outside of school reminding of need for social distancing 2m demarcations identified on the school site to give community a visual reminder of social distancing where necessary Bubble staff clean as they go approach when children have finished exploring resources. Tables are wiped before and after eating lunch Classroom bins wiped when surfaces wiped Cleaning logs maintained in each communal area. Clothing kept on individual and not left lying around. All pupils to bring, or be provided with, packed lunches unless on hot meal rota Soft covered chairs to be removed from all common areas and stored Children wear PE kit to school on PE days 	1	Bubble staff Cleaner	Actions completed	
			2			
			1			
			2			ND
			1			BS
			1			BS
			2			BS
			3			Caterin g
			2			
			2			BS
1	BS					
Social distancing protocol is not adhered to.	<ul style="list-style-type: none"> Staff briefing when required reminding staff of the rules. Children to explore 2m as a physical distance using models in the classroom. Pupil's line up 2m apart with guidelines marked on the floor where possible. Pupils and staff reassured that transitory contact is a very low risk. 	<ul style="list-style-type: none"> Site team support the management of collection by ensuring gates are opened at correct times. Use external doors to classrooms and buildings and main entrance. Identify which clubs and services after school 	2	ND	Actions completed	
			3			
			3	BS		
			3	EB		

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	<ul style="list-style-type: none"> EYFS ratios adhered to Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations. Amend behaviour policy to reflect the importance of compliance to safety Quickly identify all pupils and staff who must adhere to stringent distancing rules as a matter of vulnerability and deploy in school appropriately to minimise risk. Staff to wear masks indoors when 2 metre distancing not possible External doors to remain open whenever possible. When weather prevents external doors from remaining open internal doors and windows should remain open. External door to be opened when children are at break to allow for extra ventilation 	<p>can be maintained and distancing rules applying.</p> <p>Children can wear additional layers to keep warm</p>	3 2 3 1 3	SE EB	Actions completed
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Temperatures taken using infrared thermometers Home is telephoned immediately and parents must collect in line with social distancing protocol. Staff member to wear a face mask (can be a scarf etc. and gloves when moving a child to isolation room (intervention room by staffroom). 	<ul style="list-style-type: none"> Nominated use of intervention room by first aid room for CV-19 symptomatic pupils or staff. All surfaces disinfected if used and closed for 72 hours except in an emergency. PPE ordered to cover urgent requirements PPE used for staff supporting very young or disabled / unconscious staff or pupils. Existing medical room must be used for non-Covid issues Call 999 if symptoms are such that life appears at risk. 	3 3	EB EB EB	actions completed

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Pupil or staff have been in contact with a symptomatic staff or pupil	<ul style="list-style-type: none"> Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough or cold. Temperature taken of symptomatic person – if above 38 degrees inform member of SLT Follow good hand and respiratory hygiene at all times. Clean the immediate affected area and record on a cleaning log for that area. 	<ul style="list-style-type: none"> Ensure procedure is in place and understood by all staff Ensure Test centre location and procedure understood by all staff All those in proximity of infected person to be tested where possible 	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	DW DW SLT	Actions completed
Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> If a staff, member or pupil develops symptoms compatible with CV-19 then they will be sent home to isolate for 7 days Test administered when available. If positive, all members of teaching group and teacher self-isolate for 14 days. Class deep cleaned and all resources cleaned or discarded. SLT to contact Public health and advice followed. SLT to check emails at weekend and act immediately if informed of a diagnosed case of CV-19 	<ul style="list-style-type: none"> Members of that household must also self-isolate for 14 days. Staff will be asked to complete a self-isolation assessment on line using the gov. website. Tests will be sourced as early as are available to test those isolating. 	<p>3</p> <p>3</p> <p>3</p>	SLT	Actions completed
Insufficient staff to maintain group ratios identified in risk assessment.	<ul style="list-style-type: none"> Keep all staff informed of all decisions in good time to alleviate any concerns where possible. Identify asap how many children will be coming in to school. Ensure government guidance is followed and adhered to. Manage the impact of NEU advice on refusal to work. 	<ul style="list-style-type: none"> Contact families who don't respond to email to establish attendance Email staff regularly to update 	<p>2</p> <p>2</p> <p>2</p> <p>2</p>	SLT EB EB	Actions completed
Danger to vulnerable staff and pupils with an underlying health	<ul style="list-style-type: none"> A separate risk assessment should be completed for staff. Staffing decisions led by scientific research at all times. Clinically extremely vulnerable staff should work from home 	<ul style="list-style-type: none"> Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation and testing ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, 	<p>1</p> <p>1</p> <p>3</p>	EB	Actions completed

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condition.		distancing and hygiene			
Plan insufficiently communicated or risk assessed.	<ul style="list-style-type: none"> Complete plan in good time Identify all stakeholders who need to know info Share plan with staff and governors Identify to stakeholders how concerns raised in survey have been addressed or where risk factors cannot be reduced. School lead complete risk assessment on 3rd August. 	<ul style="list-style-type: none"> All Government guidance is taken into consideration but the decision must be on the grounds of safety and not guidance or getting people to work. 	1 1 1 2 1	EB	Actions completed
Pupil and staff well-being significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> Well-being activities planned for first few weeks back in school. Social stories written with children. Parent views taken it consideration and school communicates how these have been responded to. Staff support line shared to all staff. Regular fresh air breaks for all children and staff. Praise and encouragement and high levels of compassion displayed at all times by all leaders. Collective Worship within bubbles promotes spirituality, singing and enjoyment... Send staff home asap if groups are smaller. 	<ul style="list-style-type: none"> Wellbeing activities and ideas shared with staff EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns. Staff on call to provide check ins for home and school learners. Staff care services made available to staff 	2 2 1 1 1 1 1 1	SH All staff via JB/SC LH/SC EB Bubble staff Lead teacher	Actions completed
Risk of virus spreading due to emergency procedures. Risk of fire/lockdown	<ul style="list-style-type: none"> emergency procedures in place children know fire and lockdown procedures safe areas outside identified and used areas inside identified for lockdown 	<ul style="list-style-type: none"> ensure all staff have up to date knowledge of fire procedures ensure all staff are aware of lockdown procedures for different rooms identify areas inside to support social distancing measure children reminded of emergency 	1 2 3 3	EB EB ND BS ND/SLT	

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				procedures <ul style="list-style-type: none"> Emergency procedures tests undertaken ensure pupils wash hands as soon as practical 		/BS BS	
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After consultation with all staff and completing actions to reduce risk we find that this risk assessment has a maximum risk of medium (3) with an overall risk of low/ medium risk (2/3)

LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)
	SEVERITY			