

Holy Trinity Catholic School

Risk Assessment September 2020- Whole School Opening

School name: Holy Trinity Catholic School

Assessment carried out by: Lorna Buchanan

Date of next review: 2.12.20

Date assessment was carried out: 2.11.20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action ?	When is the action needed by?	Done
Preparing school for opening for all pupils	Cleaners Caretaker Staff	Premises and utilises have been health and safety checked and building is compliant Water treatment Fire equipment Kitchen, fridge freezers	Flush water systems that have not been used since lockdown Fire alarm to be tested Deep cleaning of kitchen and fridge and freezers. Check contents of fridge and freezer to	MH MH MW	Weekly	

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		<p>Cleaning</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<ul style="list-style-type: none"> • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display and sent out to</p>	<p>Staff</p> <p>JF</p> <p>JF</p>	<p>ongoing</p>	

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			<p>parents.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by senior leaders to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the school and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Order more sanitising gels, soaps and boxes of tissues</p>	Regularly during the day		

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Infection may be transmitted via the physical school environment	Children Staff Family members others	<ul style="list-style-type: none"> • The school to be kept sterile by the cleaners and staff and objects and surfaces to be frequently wiped using the wipes and sprays provided by the school. • Items that are not possible to be cleaned throughout the day, such as soft toys, soft furnishings, dressing-up clothes, toys/games with small components, will not be made available to staff and children in school. Such items will be stored away in boxes. • Doors and windows to outside areas need to be kept open to encourage good ventilation, 	<p>Toys and equipment that cannot be cleaned throughout the day will be removed from classrooms prior to the school reopening.</p> <p>Desk and tables not needed to be removed from the classroom but should be forward facing.</p>	Staff	Before summer holidays	

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		when not too cold to do.				
Arrival and departure	Staff/parents /carers/children	<ul style="list-style-type: none"> • Children and parents to arrive using the one-way system (to enter school at the front playground entrance and exit using the staff carpark entrance. • Pick up and drop off times to be staggered for each year group. • Different entrances to be used • 2m social distancing to be advised to parents and enforced by staff (markings on ground to show parents and children were to stand. 	<p>Letter sent out to parents regarding pick up and drop of procedure</p> <p>Gate by Reception Class Gate by Head's office</p> <p>Markers put on playground</p>	<p>LB</p> <p>MH</p>	<p>1.9.20</p> <p>30.7.20</p>	

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		<ul style="list-style-type: none"> Parents waiting for siblings must keep their other child/children with them and wait on the grassy area in carpark. Parents must uphold the 2m rule. Staff -Hands to be washed after supervising morning and drop arrangements. . Hand sanitiser to be used at entry and exit points of school entrance. 	Staff to police this and also remind parents of the rules in weekly newsletter or by parentmail.	LT/staff		
A person becoming ill in school		<ul style="list-style-type: none"> Call parent or relative (if adult) and explain reasons for suspicions of exposure and ask for the person to come nad collect the individual from the school. Call 999 if they are seriously ill or injured or their life is at risk. 	Prepare Heads office, ensure tissues	Leadership team. Teachers/ Support Staff/	1.9.20	

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		<ul style="list-style-type: none"> • Child/ Adult is sent to school office and will be seated in the Head's Room. Explain to them that they are safe and that you will close the door – make sure the blinds are up, so that they can be monitored and the window is open for ventilation. • Staff treating the person will need to wear PPE. • Phone a family member to come and collect them • They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up 	<p>PPE equipment, Bin are all in place.</p> <p>Ensure room in ventilated.</p> <p>Head to order PPE equipment for staff treating a person thought to have covid 19</p>	<p>Admin Team</p> <p>Admin Team</p> <p>Admin Teams</p>		

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		<p>their sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom whilst waiting for medical assistance, they should use the staff disabled toilet by the school office. • The Head's Room and the public toilet will need to be cleaned once they have left. 		Premises Team		
A Pupil tests positive for coronavirus	Pupils, staff, family members	<ul style="list-style-type: none"> • Contact dedicated advice service, DFE helpline 0800 046 8687 and select option 1 • If need the adviser will escalate call to the PHE local health protection team (HPT) 		SLT/Head		

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		<ul style="list-style-type: none"> • Advice service or HPT will work with school to carry out rapid risk assessment and identify next steps. • With support the advice service or HPT will identify close contacts of symptomatic individual and contact tracers will inform contacts that they need to self isolate for 14 days in line with government guidance. • All confirmed cases should be reported on daily attendance form • Confirm case with local authority by emailing to Educatocovid19@Oxfordshire.gov.uk . If the school needs to speak to a member of the team provide a direct phone number 	<p>Online attendance form daily return</p> <p>Educatocovid19@Oxfordshire.gov.uk</p>			

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		<p>in the email and they will phone as soon as they are able.</p> <ul style="list-style-type: none"> If the school has two or more confirmed cases, then the school must call Thames Valley Health Protection Team (HPT) on 03442253861 and press option 4. Out of hours 08449670083. If urgent then email HPT on TVPHE@phe.gov.uk Pupils who are isolating will have access to the school's remote learning provision School to send out template letter provided by advice service or HPT 	<p>Thames Valley Health Protection Team (HPT) 03442253861 and press option 4. Out of hours 08449670083.</p> <p>If urgent then email HPT on TVPHE@phe.gov.uk</p> <p>Teachers to ensure all children isolating have access to remote learning</p> <p>Letter to be sent to parents and staff</p>			

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School able to open to all pupils	Staff Children Families	<ul style="list-style-type: none"> • Each Year group will represent a bubble. Bubbles should not mix where possible. • No assemblies or whole/Key Stage school collective worship • If a staff member becomes unwell or develops symptoms they must go home immediately and arrange for testing. A deep clean of the environment will be arranged. • One of the admin team will replace that member of staff (either Mrs Haverty, Mrs Flashman or Mrs Buchanan) and a replacement teacher from another group will be organised for the following day. • If a replacement teacher or HLTA cannot be arranged, that 	<p>Class teachers to put classes into two groups,</p> <p>Teachers to send out groups to parents</p>	<p>Teacher s</p> <p>Class teachers</p>	<p>20.5.20</p> <p>ongoing</p>	

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		<p>'group will be unable to attend school until adequate staffing is in place. Any key worker/vulnerable/EHCP children will be accommodated.</p> <ul style="list-style-type: none"> Parents will be informed as soon as possible if their child is unable to attend. This will be communicated via Parentmail. 		LT		
Children will transmit infection to the home environment	Family members including those who are vulnerable	<ul style="list-style-type: none"> All desks to be forward facing Children will also wash their hands before leaving school at the end of the day. Children must bring their own named water bottle which 	Teachers to arrange rooms to ensure all children will be forward facing	Children teachers	On going	

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from school		<p>needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school.</p> <ul style="list-style-type: none"> • Used tissues to be placed by the child in a lined and covered bin. • Children will wear normal school uniform to school. Parents will be encouraged to wash clothes each or every other day if possible. 				
Transition between groups	Children Staff Midday staff	<ul style="list-style-type: none"> • Year groups will remain in designated room at all times unless it is their allocated break-time or for toilet use. 				

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Break and Lunchtimes		<ul style="list-style-type: none"> • Different years will use different toilets were possible.(rec-Rec, Y1, Y2, Y3- KS1 toilets, Y5 and Y6- Woodland Room toilets and Year 4- disabled toilet. • Groups can use classroom sinks to wash hands. • Breaktime and lunchtimes will be staggered • Different groups will be assigned different areas in our outside area. • Children to wash hands before and after breaks and lunch • Cold dinners weather permitting can eat outside 	Ensure all classes have sufficient soap and cleaning products.			
Emergency evacuation	Children Staff Visitors	<ul style="list-style-type: none"> • All staff need to be aware of their exit route from the school building from the room or area 	Ensure fire practice is carried out the first week after reopening	LT teachers		

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		<p>in which they are working.</p> <ul style="list-style-type: none"> • Exiting the building and lining-up in the assembly point on the playground must be done in a way in which adheres to the social distancing recommendations referred to above (children walking and lining up with one metre between them, for instance). • Children must wash their hands on entry back into school if they are returning into the school building (which must only be on the request of a member of SLT or an official, such as from the fire brigade or police). • All fire doors in the school are to be closed and checked to be closed by the school caretaker 				

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		<p>at the beginning of each school day. When an individual enters a room, the door may be left open, but it must be closed as the last person in the room leaves the room. This is in the event of a fire evacuation or otherwise.</p> <ul style="list-style-type: none"> The school's fire evacuation procedures need to be adhered to with the adaptations above. 				
First Aid and administering of medicine	Children/Staff	<p>Staff to wear disposal gloves when treating children. Staff and children to wash hands immediately after treatment.</p>	<p>Disposable gloves and PPE equipment to be readily available to staff.</p>	JF/MH		
Difficulty		<ul style="list-style-type: none"> Behaviour expectations made 	<p>Staff to have consistent expectations</p>	Staff/LT		

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<p>returning to Holy Trinity's expectations and ethos</p> <p>Feeling overwhelmed by the changes in place in school</p> <p>Feeling overwhelmed by second lockdown</p> <p>Anxiety and difficulty adapting to</p>		<p>clear on the first Behaviour expectations made clear on the first Behaviour expectations made clear on the first morning back and upheld by all staff</p> <ul style="list-style-type: none"> • Routines put in place immediately and adhered to, using a visual timetable • Maintaining the usual school routine in school as far as is possible under the guidelines of the government • Each class routine to include mindfulness activities throughout the day; these are structured, object-focussed activities • Timetables to attempt to have the same activity happening at the same time each day as far 	<p>Produce visual timetables if necessary</p>	<p>Teacher s</p>		

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changes in school and the environment		<p>as is possible and including a tight schedule of maths, literacy, topic, creative, PE lessons etc.</p> <ul style="list-style-type: none"> • Mrs Buchanan, Mrs McGeehan/Mrs Bates will greet children and parents warmly to ensure they feel safe coming to school. Communication with parents maintained, via phone and email to ensure any worries or concerns can be addressed at school. • Letters sent to parents to let them know what will happen when they come in to school. • Where possible, there will be a familiar adult (not always their class teacher). Time will be spent by the adults reforming 	<p>Letter to be sent out prior to school reopening</p> <p>Staff to be available outside to help parents who are uncertain.</p>	<p>LT</p> <p>Head</p>	<p>10.9.20</p>	<p>Yes</p>

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		<p>relationships with the children and building their trust back up.</p> <ul style="list-style-type: none"> • Due to staggered start, additional adults available to walk the children to the classroom door from 'drop off point' so that they feel comfortable and happy with the routine. 'Wobbly' children identified and greeting adult put in place for them. 				
<p>Children find relationships with other children challenging due to long</p>		<ul style="list-style-type: none"> • Structured timetable throughout the day to include social skill learning and social skill practising. • Lunchtime games to be played which promote social 	<p>Revise class timetables- to include opportunities for outdoor work/play</p>	<p>Teacher s Tas</p>		

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<p>periods of isolation from those outside their families</p>		<p>distancing but encourage communication, sharing and empathy.</p> <ul style="list-style-type: none"> Those children who have been in school during the closure may have difficulty accepting other children back into school and the changes this brings. Preparation in a social story, one to one chat, Circle Time (what will be different? What will be the same?) have a 'closure' time/activity on the last day of school closure and giving them specific responsibilities when the school increases with more children. Feeding back to the class teacher successful strategies and responses of the children 		<p>Teacher s in charge of Keywork er group</p>		

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		<p>in school during school closure that can be applied, or adapted to, when school is open.</p> <ul style="list-style-type: none"> • Circle Times and discussions to be mindful that some children may have been in school during the closure and may need this. 				
Contractors working on site	Contractors Staff pupil	<ul style="list-style-type: none"> • Where possible work should be carried out, outside of school time. • Contractors to ensure they keep to the 1m social distancing • Contractors to wash hands when entering the building and use hand sanitiser. • Contractors not to have 		LT MH		

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		<p>contact with children</p> <ul style="list-style-type: none"> Contractors to be supervised by office staff to ensure the rules are followed. 		MH/JF		