

PFMAC Risk Assessment Template

School name: Holy Trinity Catholic School

Assessment carried out by: Lorna Buchanan

Date of next review: 1.6.20

Date assessment was carried out: 16.5.20

| 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 | Cleaners Caretaker Staff | Premises and utilises have been health and safety checked and building is compliant Water treatment Fire equipment | Flush water systems that have not been used since lockdown Fire alarm to be tested Deep cleaning of kitchen and fridge and freezers. | MH MH MW | 30.5.20 Weekly | |

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| | | Kitchen, fridge freezers School to be deep cleaned | Check contents of fridge and freezer to ensure food is in date and appropriate action taken Cleaners to deep clean the areas used by the keyworker children before school reopens on 1.6.20 | | w/c 23.5 | |
| Children/visitors or staff will transmit COVID-19 coronavirus | Staff Children Visitors Cleaners Contractors Vulnerable groups – Pregnant workers, those with existing underlying health conditions | Hand Washing <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand driers for drying of hands • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily | Employees and children to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Pupils, students, staff and visitors should wash their hands: | All Staff All | 1.6.20 | |

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| | | <p style="text-align: center;">available</p> <p><u>Cleaning</u></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 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/c</p> | <ul style="list-style-type: none"> • before leaving home • on arrival at school • 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>All staff</p> <p>Staff</p> <p>JF</p> | <p>ongoing</p> | |

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| | | <p>ovid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> | <p>Posters, leaflets and other materials are available for display and sent out to 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> | <p>JF</p> <p>Regularly during the day</p> | | |

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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 | Toys and equipment that cannot be cleaned throughout the day will be removed from classrooms prior to the school reopening. Desk and tables not needed to be removed from the classroom | Staff | Before 1.6.20 | |

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| | | encourage good ventilation, 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 group. • 2m social distancing to be advised to parents and enforced by staff (markings on ground to show parents and children were to stand. • Staff to wear disposable gloves to open/close gates. Hands to be washed after and gloves disposed of. | <p>Letter sent out to parents regarding pick up and drop of procedure</p> <p>Markers put on playground</p> | <p>LB</p> <p>MH</p> | <p>20.5.20</p> <p>23.5.20</p> | |

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| | | <ul style="list-style-type: none"> • Hand sanitiser to be used at entry and exit points. | | | | |
| A person becoming ill in school | | <ul style="list-style-type: none"> • Call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to school. Call 999 if they are seriously ill or injured or their life is at risk. • Child/ Adult is sent to school office and will be seated in the Heads 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 | <p>Prepare Heads office, ensure tissues 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>Leadership team.</p> <p>Teachers/ Support Staff/ Admin Team</p> <p>Admin Team</p> <p>Admin Teams</p> | 1.6.20 | |

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| | | <p>come and collect them</p> <ul style="list-style-type: none"> • 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 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. • 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 Heads Room and the | | Premises Team | | |

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| | | public toilet will need to be cleaned once they have left. | | | | |
| School will be unable to open either as a whole school (except key workers and vulnerable) or to class groups due to insufficient staffing levels. | Staff Children Families | <ul style="list-style-type: none"> • Staff have been organised into 'teams' with 15 children in each group, with the intention of preventing the spread around the school. • 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 | <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>20.5.20</p> | |

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| | | <p>organised for the following day.</p> <ul style="list-style-type: none"> If a replacement teacher cannot be arranged, that 'group will be unable to attend school until adequate staffing is in place. Any key worker/vulnerable/EHCP children will be accommodated. Parents will be informed as soon as possible if their child is unable to attend. This will be communicated via Parentpay. | | | | |
| Children will transmit infection to the home environment | Family members including those who are | <ul style="list-style-type: none"> Children will also wash their hands before leaving school at the end of the day. Children must bring their own named water bottle which | | Children teachers | | |

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| from school | vulnerable | <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 outdoor PE clothes to school and are encouraged to wash the clothes each day so that the children will wear freshly laundered clothes to school each day. • Parents will be asked to wash children's clothes daily • | | | | |

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| <p>Transition between groups</p> <p>Break and Lunchtimes</p> | <p>Children Staff Midday staff</p> | <ul style="list-style-type: none"> • Groups will remain in designated room at all times unless it is their allocated break-time or for toilet use. • Different groups will use different toilets.(rec-Rec, Y1- KS1 toilets, Y6- Woodland Room toilets and Keyworker children- disabled toilet. • Groups can use classroom sinks to was hands. • Only keyworker children will use the KS2 corridor. Corridor will be blocked off between KS1 corridor and KS2 corridor. • Breaktime and lunchtimes will be staggered • Different groups will be assigned different areas in our outside area. | <p>MH to ensure disabled toilet is available to use</p> <p>Corridor to be blocked off</p> <p>Ensure all classes have sufficient soap and cleaning products.</p> | | | |

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| | | <ul style="list-style-type: none"> • Children to wash hands before and after breaks and lunch • Cold dinners weather permitting can eat outside | | | | |
| 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 in which they are working. • 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 | Ensure fire practice is carried out the first week after reopening | LT teachers | | |

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| | | <p>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).</p> <ul style="list-style-type: none"> • All fire doors in the school are to be closed and checked to be closed by the school caretaker 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. • The school’s fire evacuation procedures need to be adhered to with the adaptations above. | | | | |

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| | | | | | | |
| First Aid and administering of medicine | Children/Staff | Staff to wear disposal gloves when treating children. Staff and children to wash hands immediately after treatment. | Disposable gloves and PPE equipment to be readily available to staff. | JF/MH | | |
| Difficulty returning to Holy Trinity's expectations and ethos Feeling overwhelmed by the changes in place in school | | <ul style="list-style-type: none"> Behaviour expectations made 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 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 | Staff to have consistent expectations | Staff/LT | | |

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| <p>Feeling overwhelmed by the transition from home to school</p> <p>Anxiety and difficulty adapting to changes in school and the environment</p> | | <p>of the government</p> <ul style="list-style-type: none"> • 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 as is possible and including a tight schedule of maths, literacy, topic, creative, PE lessons etc. • 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 | <p>Produce visual timetables if necessary</p> <p>Letter to be sent out prior to school reopening</p> | <p>Teacher s</p> <p>LT</p> | | |

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| | | <p>concerns can be addressed at school.</p> <ul style="list-style-type: none"> • Letters sent to parents to let them know what will happen when they come in to school. • All staff to be conscience that relationships with children need to be re-established and make extra efforts to chat to children in all areas of the school and be available at the beginning and at the end of each day by being on the playground and chatting to parents and children • Children will be in a 'group' with children they know, from their class. Where possible, there will be a familiar adult (not always their class teacher). Time will be spent by | | LT | | |

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| | | <p>the adults reforming relationships with the children and building their trust back up.</p> <ul style="list-style-type: none"> • Due to phased 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</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 | <p>Revise class timetables- to include opportunities for outdoor work/play</p> | <p>Teacher s Tas</p> | | |

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| <p>due to long periods of isolation from those outside their families</p> | | <p>which promote social 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 | | <p>Teacher s in charge of Keywork er group</p> | | |

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| | | <p>and responses of the children 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 2m social distancing • Contractors to wash hands when entering the building and | | LT MH | | |

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| | | use hand sanitiser. <ul style="list-style-type: none"> • Contractors not to have contact with children • Contractors to be supervised by office staff to ensure the rules are followed. | | MH/JF | | |