**St. Oswald’s Catholic Primary School – Risk Assessment – 19.5.2020**

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| **HAZARD** | **RISK** | **INDIVIDUALS AT RISK** | **RISK – L/M/H** | **CONTROL MEASURES (CURRENT)** | **CONTROL MEASURES (ADDITIONAL – PROPOSED)** |
| **BUILDING SAFETY**  **Deep clean of all areas of school** | **Compliance with current hygiene standards published by the UK Government** | **All Building Users** | **H** | * **Caretaker and cleaner have specific, designated areas of the school to undertake a thorough clean and disinfect of all areas and surfaces prior to reopening.** * **Cleaning sheets on every single door, specifying explicit tasks to be completed every day – ie disinfect handles, etc. Caretaker and cleaner to sign that specific tasks have been completed.** * **SLT to clean pupil / staff toilets and staff kitchen hourly and sign to indicate completion.** * **Caretaker’s hours to change so she is in all lunchtimes to disinfect high traffic areas.** * **All classrooms to safely have disinfectant stored for regular use – in the case of sneezing / coughing etc.** * **Hand gels, tissues, gloves to be accessible in every class and in high traffic areas, including the reception foyer for visitors to use before allowed in.** * **Staff training to ensure there is consistency in terms of hygiene and cleaning throughout the school day.** * **Only essential / emergency visitors to school – social distancing for escorted visitors to be maintained.** * **Staff room is not accessible, but kitchen area will be disinfected hourly by SLT and signed for.** * **Lidded bins are available in all classes and will be sanitized regularly by staff throughout the day. The caretaker to empty bins each day.** * **All hand dryers to be disconnected and paper towels available in every classroom and replenished as necessary throughout the day by SLT.** * **Signage to remind staff and pupils of cleaning procedures.** * **No children to access the water fountains – adults must fill water bottles for their group and sanitize the water fountain afterwards.** * **Photocopier is not available for general use. Any photocopying to be completed by SLT or admin and sanitized after each use.** * **Operating a 4 day week, so that Friday can be a committed deep clean day and school to only be open to keyworker and vulnerable pupils.** |  |
| **Fire Management** | **Compliance with the RR(FS)O**  **BB100** | **All Building Users** | **M** | **Fire management plan reviewed and updated.**  **Prior to the increased occupancy of the school:**   * **Physically test the fire alarm system and emergency lights are operational.** * **Weekly checks of alarm system have been maintained.** * **Carry out regular hazard spotting to identify escape route obstructions.** * **Check that all fire doors are operational.** * **Fire drills will continue to be held as normal.** * **All pupils going in to unfamiliar classrooms to be made familiar of procedures should the fire alarm go off, as a priority on day 1.** * **All staff to be made familiar of PEEPs for all pupils who are unfamiliar to them.** * **Any additional disinfectant to be stored correctly and in accordance with regulations.** * **Clear signage to support fire alarm systems** * **All staff to familiarise themselves with fire systems for each classroom they are working in.** * **Fire drill to be carried out in the first week.** |  |
| **Legionella Management** | **Compliance with HSG 274** | **All Building Users** | **L** | **All procedures for legionella management have been carried out and systems have been checked by the contractor during lockdown.**  **Domestic hot water services**  **This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)**  **Continue hot water generation servicing in line with your legionella maintenance schedule.**  **Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the** [**Approved Code of Practice**](https://www.hse.gov.uk/pubns/books/l8.htm) **and** [**HSG 274**](https://www.hse.gov.uk/pubns/books/hsg274.htm)**.**   * **The hot water has been circulating as normal and regular checks, in line with guidance, have been carried out. Weekly flushing, Monthly water temperature checks, etc.** * **Regular weekly flushing regimes of infrequently used outlets, for all hot water services have been maintained.** | **The water hygiene contractor has carried out recent checks.** |
| **Asbestos Management** | **Compliance with Asbestos Reg 12 &**  **HSG 264** | **All Building Users** | **L** | **No maintenance or alterations have been carried out during this period.** | **Compliance with Asbestos Reg 12 &**  **HSG 264** |
| **Building users ventilation** | **HSWA 74**  **W(HSW)R92**  **DoE BB103.**  **Building Regulations** | **Pupils, staff and visitors.** | **M** | **Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.**   * **All staff to ensure that classroom windows and doors are open to promote through ventilation.** * **If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.** * **Perimeter fences to be locked to ensure the site is safe.** | **DoE BB101 Ventilation in schools.** |
| **Access control to and from the building** | **HSWA 74** | **Pupils, staff and visitors** | **H** | **To comply with the Governments guidance for social distancing the 2 metre rule will apply by all visitors attending the school building to encourage segregation and if external space allows. Visitors will only be allowed onto the site for emergency and essential reasons.**   * **The car park will not be a pedestrian access point.** * **Parents and carers will not be allowed onto the site to drop off or collect children.** * **Children will be greeted at the gate and staggered start and finish times will be in place so that numbers of parents / carers are minimised.** * **Pupils will enter through main entrance, be registered by Mrs Asquith and will immediately go to their designated classroom to wash their hands and sanitize.** * **At the end of the day, pupils will leave via their classroom door, at their designated time and will be escorted to the gate to greet their parent.** * **Markers will be put leading up to the office foyer to ensure any essential visitors are social distancing, 2m apart.** * **Clear signage in place to outline expectations when people need to come on to our site.** | **GOV.UK Guidance.**  **Follow the** [**social distancing guidelines**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) |
| **Communication with contractors** | **HSWA 74** | **Pupils, Staff and visitors.** | **H** | * **Office will contact relevant contractors and suppliers that will need to prepare to support the school for re-opening, regarding the cleaning, catering, food supplies, hygiene suppliers, inspection and maintenance of equipment.** * **Discuss with cleaning contractors and/or in-house staff the additional cleaning schedule requirements and agree the additional hours for this to be completed.** * **Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.**   **Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the** [**COVID-19: guidance for households with possible coronavirus infection**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)**)**   * **Observe good hygiene practice.** * **Contractors to sign in and out as is normal practice** * **Consider times when contractors can complete work within the school day/before or after school.** * **Social distancing to be enforced when escorting a contractor to the relevant part of the building.** | **HSWA 74** |
| **Communication with parents on changes** |  | **Pupils, staff and parents.** | **H** | * **Inform pupils and their, parents/carers, not to enter the school if they are displaying any symptoms of coronavirus. (following the** [**COVID-19: guidance for households with possible coronavirus infection**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)**)** * **Inform parents that children will be met at the gate and they are not to enter the premises. Children will also be handed back to them at the end of the day at the main entrance gate by a member of the SLT.** * **The use of our online form will also ensure we can plan for set numbers.** * **The text system, email, Twitter and the website will be constantly updated and parents will be informed of changes as necessary, with reminders of expectations.** * **Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use)** * **Instruct parents that they must not gather at the main entrance gates or enter the school grounds unless they have a pre-arranged appointment or it is an emergency situation.** * **Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.** * **Communicate with parents if any pupils need additional support due to bereavement or any other mental health / wellbeing concerns during lockdown, so that we can prepare for their return and support pupils effectively.** * **All pupils will be expected to wear uniforms and will be asked to wash and change these daily. If there are any issues with uniform being unavailable, suitable alternative clothing will be allowed.** | **GOV.UK Guidance – Implementing Protective Measures in Education.**  [**https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) |
| **Communication with staff** | **Protection against infection** | **Staff** | **H** | **Staff and Governors consulted on this Risk Assessment and asked to respond and add to it.**  **Governors to be clear on their role during the partial reopening with consistent communication throughout from SLT via email / governor hub.**  **A virtual staff meeting to be held to share the final risk assessment and discuss procedures, thoughts and queries.**  **Communication and training for staff is essential to update and carry out new procedures during this challenging situation.**  **All staff will be informed about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times, specifics regarding children in their care. This will be completed via a virtual staff meeting, along with email and text communication.**  **All staff will be trained and supported with:**   * **Avoiding contact with anyone with symptoms of COVID-19** * **Continue frequent hand cleaning and good respiratory hygiene practices** * **Frequent cleaning of all room hard surfaces, furniture, toys, etc.** * **Minimizing contact and mixing with others.** * **Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach.** * **The latest government guidelines as and when they come in.** * **Use of in-house phone system to minimise contact but ensure avenues of communication are open throughout the school day.**   **Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.**  **Staff clothing expectations is relaxed to enable regular washing and limited contamination (ie no ties)** | **GOV.UK Guidance.**  [**Staying alert and safe (social distancing)**](https://clicktime.symantec.com/3Ue6DJL79R2rkPEJdGTJsqb6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fstaying-alert-and-safe-social-distancing%3Futm_source%3D3a4c7e08-44ae-45e5-a133-773013b0ce02%26utm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_content%3Ddaily)  [**Actions for educational and childcare settings to prepare for wider opening from 1 June 2020**](https://clicktime.symantec.com/3NifDSGZL8w4QBTyb4LH1Xa6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Factions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020%3Futm_source%3D3daf3f8c-87d9-4a78-90ec-6196e4a070e5%26utm_medium%3Demail%26utm_campaign%3Dgovuk-notifications%26utm_content%3Ddaily)  **In regards to violent pupils and restraint contact your TESS officer for support advice.** |
|  | **Social distancing** |  | **H** | **Maintain as much as possible, the 2m distance rule. However, it is acknowledged that social distancing within the school for very young children will be harder to maintain.**  **To help ensure that the risk of virus spread for both staff and pupils is as low as possible, implement:**   * **Inform children, parents, visitors including suppliers, not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)** * **Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.** * **Classes will only accommodate a safe number of pupils in each environment, adhering as much as possible the 2m distance rule.** * **Staff will not be asked to work in close proximity of individuals, feeding back over pupils’ shoulders etc The use of whiteboards / technology will support with staff giving feedback from a distance.** * **Remove unnecessary furniture and resources to open up the classroom.** * **Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.** * **The school field and playground will be zoned off so that pupils can exercise and have break safely within their set groups, not mixing with others.** * **Groups will only access their classroom, toilet and their outside area. The school will be zoned into set areas to separate the designated groups initially.** * **Only half of the year group will be in each week and will work on an alternate week rota, vastly reducing numbers who will access the classrooms.** * **Cloakrooms will not be used – pupils will keep their items with them.** * **Two members of staff will be designated to each group so that checks can be made that pupils socially distance whilst going to the toilet and going out to break.** * **Stagger school timings of classes starting and finishing.** * **Discourage parents from gathering at school gates.** * **Display signage at all entrances into school and along corridors to raise awareness of social distancing.** * **Class groups to be allocated an entry and exit point to and from the building.** * **Mark off the playground floor where pupils will line up prior to reentering the building.** * **Meetings will be only essential ones and will adhere to social distancing rules.** * **Lunchtime staff will be designated groups to collect their dinners, take the pupils their dinner in their classroom and then return the trays. They will release the staff for break.** * **SLT will be based in the staff room where there is a larger space so that they are able to socially distance whilst continuing to lead the school.** * **Group assemblies / collective worships are suspended and will take place in classrooms.** * **Risk assessments of individual pupils will be carried out for any who exhibit anti-social behaviour, eg biting or physical aggression before a decision is made about admitting them.** * **Y6 pupils to be encouraged to walk to school themselves for all or most of the way to reduce adults coming near to the site.**   **Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.** | **GOV.UK Guidance.**  **Follow the** [**social distancing guidelines**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)  **Face covering are not recommended for use in schools** |
|  | **PPE** | **Staff and pupils** | **H** | **Wearing a face covering or face mask in school is not recommended, except PPE that they would normally need for their topic work.**  **Staff and pupils are not required to wear face coverings but they may wear a face mask if they wish to.**  **Gloves will be available in all environments and additional bags so that tissues can be double bagged and disposed of.** | **Government Guidance** |
|  | **First Aid support to others** | **Pupils, staff and Visitors** | **H** | * **The number of first aiders to be available within school for the general population has not changed. In regards to Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. The rota will ensure that sufficient first aiders are on site at all times.** * **Pupils to undertake own first aid where possible – cleaning grazes etc.**   **If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.**  **Pupils will be isolated in the little office until they can be collected if they display symptoms.** | **GOV.UK Guidance**  [**https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures**](https://clicktime.symantec.com/3Sza8dVYWG7LNvvHsX2hDaQ6H2?u=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fcoronavirus-covid-19-early-years-and-childcare-closures%2Fcoronavirus-covid-19-early-years-and-childcare-closures) |
| **Early Years classes** | **Nursery and reception** |  | **H** | **Early years groups in school:**   * **Eaglets will be in one week and Owlets the next on a rota from Monday to Thursday only unless numbers are so small that only 1 group per class is necessary in which case pupils will be in mon-thurs each week** * **The class will be split in two across the two classes in EYFS. (Please note the vast majority of parents have expressed that their child will not be returning initially)** * **The outdoor area will be split in half and resources will be removed which are difficult to clean.** * **Groups will be specifically timetabled to access the outdoor area at designated times.** * **Pupils will not access the cloakroom and will only access the toilet with adult supervision in order to ensure social distancing can be adhered to.** * **Pupils will not leave the EYFS area at all.** * **Pupils will have their own equipment where possible and use of other resources will be limited.** * **Ensure play equipment that is used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.** * **Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere** * **Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)** * **DSL available every day.** * **PFA cover – see first aid section above** | **If due to the design of the building or circumstances of the school which means the government guidance to maintain small groups cannot be achieved, the management should discuss options with their local authority or trust.** |
| **Classes** | **Year 1 and 6** |  | **H** | * **Y1 will be the next identified group to return with half of the year group in for the first week and the other half for the second week on a rota basis.** * **Y6 will be identified possibly for the last two weeks on a rota basis for 4 days.** * **Organize the classes into smaller groups of not more than 15 pupils who would work and stay together as in a bubble. These numbers will be significantly less initially due to classroom sizes. 2 members of staff will be designated per group. Teaching assistants will not be expected to lead classes.** * **Some senior leaders are available to lead classes.** * **Refresh the timetable:** * **Lessons will be linked to the tasks set for home learning so there is not an expectation to prepare something different for children in school and those at home. Staff have Friday as planning and preparation time.** * **Change the layout of the classroom to separate pupils.** * **Cloakrooms are out of bounds.** * **Clear signage is in every single classroom used directing pupils to rules to adhere to and safety expectations.** * **Soft furnishings removed and any unnecessary resources / furniture to maximise space.** * **No outdoor equipment to be used by pupils unless it can be disinfected between each use. No sharing of outdoor resources at all. Mr Little to plan suitable activities for individuals to engage in without sharing equipment.** * **All pupils to bring in their own water bottle each day. Nothing can be provided by school.** * **Staff are prepared for any possible disclosures and are familiar with protocol should a disclosure be made. Report straight to one of the DSLs.** * **No resources to be shared – pupils to access their own. Staff supported with planning activities where there is no sharing of resources / practical Science / DT sessions.** * **Pupils are only to bring minimum resources to school which they will keep with them.** * **Y6 mobile phones will not be collected in – if pupils must bring a phone, it is their responsibility and it must be switched off and kept with them through the day. Staff to monitor this is not taken advantage of.** * **Work completed on paper, whiteboards and/or laptops which will be disinfected as appropriate throughout the day.** * **Self-marking will be used as much as possible so that staff are not handling paper.** * **Risk assessments to be carried out of individual pupils who need additional support and may potentially display anti-social behaviour.** * **Consider which lessons or classroom activities could take place outdoors and when. (Subject to weather) Outdoor activities to be timetabled and zoned and staff to adhere to identified times so there is no mixing of pupils.** * **Pupils will only access their zone in the school building. This is their identified classroom, toilets and outdoor area.** * **Lunches will be brought to the children and these will be eaten in the classroom or outside in their designated zone. Lunchtime staff / SLT will monitor this so that staff can have a break.** * **Assemblies will take place in classrooms and are currently suspended. These will either be delivered virtually or by the class teacher.** * **Stagger break times (including lunch), so that not all pupils are moving around the school at the same time.** * **Toilets to be monitored by staff to ensure pupils are socially distancing and crossing in corridors is limited.** * **Stagger drop-off and collection times of classes.** * **Plan parents’ drop-off and pick-up protocols that minimize adult to adult contact.** * **Staff to carry out pastoral work with children as a priority including work to support pupils who are anxious using our Emotional Aware Schools resources to help. Pastoral, wellbeing work is the priority with Y6 pupils in preparation for High School.** * **DSL available every day.** | **The schools behaviour policy and pupils code of conduct remains in force.** |