



CORONAVIRUS – All Children in All Year Groups 8th March 2021 (School Return – easing of lockdown)

Operations/Work Activities covered by this assessment:	TEACHING & LEARNING PRACTICES WHILST CORONAVIRUS STILL PRESENT IN SOCIETY		
Site Address/Location:	Holy Family Catholic Primary School	Department/Service/Team:	Education
GOVERNMENT GUIDANCE DOCUMENTS USED	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Management of Early Years Children <i>[unlikely to remain 2m apart]</i> <i>Nursery open to all.</i>	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent hand washing Good respiratory hygiene 'Catch it, Kill it, Bin it' Daily cleaning of setting Minimising contact Removal of play items that are hard to clean e.g. soft toys or those with intricate parts Avoid occasions of passing others in corridors – staggered movement around school. Robust cleaning routines in place to cleanse areas used (site cleaning team) TAs to carry out sanitising cleaning during the school day on hard surfaces and door handles. Maintain small consistent groups where possible. Staggered start and finish times Staggered lunch breaks Children to stay in same setting indoors 	M	M	M	<ul style="list-style-type: none"> Staff working together in school should ensure they remain at least 2 metres apart. Ventilation should be key in circulating air – open doors and windows where it is safe to do so. Any meetings where it is unlikely to remain at a 2m distance and cannot be done remotely – staff to wear masks. SLT / MLT visiting to setting should stay for no longer than 15 mins and wear masks. SLT / MLT to avoid touching resources and remain at 2m distance from other staff Posters to remind staff displayed around school – hands / space / face / Staff reminded to follow government national lockdown guidelines. Outside area to remain supervised as F1 and F2 children use the same spaces. Indoor spaces cleaned frequently due to use of shared toilets. Toilets numbered and children taught which toilets to use. 				L	M	L

<p>Pupil or staff member becomes unwell and display Coronavirus symptoms</p>	<ul style="list-style-type: none"> • Pupil • Staff 	<ul style="list-style-type: none"> • The Government stay at home guidance followed if pupils become unwell with; <ul style="list-style-type: none"> - A new continuous cough, - A high temperature, or; - A loss of or change in their normal sense of taste or smell (anosmia). • Isolate behind a closed door (with adult supervision) • Ventilate the room • PPE to be worn by adult dealing • Arrange for them to go home • A record kept of everyone the person has been in contact with and monitor for 10 days • Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings. • Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by: <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day. • Stored for at least 72 hours before it can be placed in normal waste disposal facilities 	L	H	M	<ul style="list-style-type: none"> • Waste <ul style="list-style-type: none"> - Placed in a suitable and secure place and marked for storage until the individual test results are known. - Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. • Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. • Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace. • Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. • Tests can be given to the most vulnerable pupils in school – this is determined by FSM / Pupil Premium / Low Income / EAL / those without transport / those who cannot book a test elsewhere. • All staff in school encouraged to test twice weekly – LFT - and to access further test – PCP - if they are symptomatic or the LFT is positive. • Staff must not attend school if they have symptoms – they should also be cautions and contact SLT with lesser known symptoms such as headache, sore throats, sickness. 				L	M	L
<p>KS1 and KS2 And general transmission via the physical school environment</p>	<ul style="list-style-type: none"> • Pupils • Staff 	<ul style="list-style-type: none"> • Minimising contact by altering classroom layouts and timetables • Staggered start and finish times from multiple entrances • Staggering break and lunch periods 	L	M	L	<ul style="list-style-type: none"> • Classes of no more than 30 pupils • Where possible staff are not teaching across more than two year groups. • Staff should where masks in corridors and shared spaces. 				L	M	L

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			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
School Closure National Lockdown		<ul style="list-style-type: none"> Regular cleaning of hands timetabled into school day Use of a alcohol hand rub or sanitiser Good respiratory hygiene – promote ‘catch it, bit it, kill it’ Regular cleaning of frequently touched surfaces with detergents Removal of soft furnishings Tables to encourage side by side social distancing not face to face. TAs to clean areas throughout the day – hard surfaces and door plates. Robust cleaning by site staff after school. TAs can be used to lead groups when shortage of teachers Have consistency of staff taking classes No one allowed in school showing symptoms or have had a positive test within the previous 10 days. 				<ul style="list-style-type: none"> If classrooms / meeting rooms are ‘stuffy’ staff should avoid entering. Children to have individual stationary in classrooms. Class resources (e.g. text books, etc.) are permitted to be shared in individual bubbles. School shared resources (e.g. PE and science equipment) thoroughly cleaned once used Staff working together in school should ensure they remain at least 2 metres apart. Ventilation should be key in circulating air – open doors and windows where it is safe to do so. Any meetings where it is unlikely to remain at a 2m distance – staff to wear masks. SLT / MLT visiting to setting should stay for no longer than 15 mins and wear masks. SLT / MLT to avoid touching resources and remain at 2m distance from other staff Posters to remind staff displayed around school – hands / space / face / Staff reminded to follow government national guidelines. 						
School Transport	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Hand sanitiser to be used upon boarding and disembarking. Vehicles to be subject to increased cleaning. Queuing and boarding to be organised and distanced where possible. Distancing within vehicles wherever possible. Pupils (over the age of 11) to use face coverings, where appropriate e.g. if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	L	M	L	<ul style="list-style-type: none"> Transport providers do not attend work if they or a member of their household are displaying symptoms of COVID-19 Transport providers follow hygiene rules and try to keep a distance from their passengers Children Y6 and under to be transported to this school. Children 11 years old to wear masks on transport. Staff transporting children should wear masks and keep car / minibus well ventilated. 				L	M	L

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EPIC	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> After school care limited to NHS worker families Children to stay in bubble throughout the entire school day Consistent staff members to supervise children Children to have individual resources, desks to be 2m apart and social distancing observed throughout the day Any EPIC equipment used must be wiped down when finished and stored. This equipment must not be used by other class bubbles. 	L	M	L	<ul style="list-style-type: none"> After school care to be opened until 6pm for all pupils – this will be reviewed before Summer half term. Children from different class bubbles can mix as per government advice Different staff members can supervise, however they must stay 2m away from other adults where possible. If this is not possible adults should wear face masks / coverings. 				L	M	L

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Congregating	<ul style="list-style-type: none"> Staff Pupils Parents 	<ul style="list-style-type: none"> Stagger drop-off times Stagger break times Stagger collection times Only one parent on school premises at a time Pupil toilet visits to be controlled with limits on how many can be in at one time Parents told not to gather at school gates and observe 2m distancing rules – CB / RMc to patrol Markings on playground Posters to support. One-way circulation of travel around school in specific area (reception / office) classrooms for handwashing established – arrows marking. Parent Car Park – give way. Pedestrian gate closed. Staff Car Park – gate to be closed at 7:45am to enable parents to drop off at main gate and not enter school premises Communication to parents to advise new start/finish times and where to drop off and pick up. 	M	M	M	<ul style="list-style-type: none"> Parents and visitors allowed on school premises in exceptional circumstances only – exclusions / social care / health and wellbeing. Only 4 staff allowed to be seated in staffroom at any time. 1 at the microwave / boiler. 1 in the reprographics area. Staff to wear face masks whilst walking around school as they are likely to encounter other adults. All meetings to take place virtually where possible and appropriate. Parents are required to wear face masks if they are congregating in key areas at drop off and pick up time. Parents reminded to use the ‘paw prints’ for socially distancing guide. Posters displayed for parents to see. SLT / MLT visiting to setting should stay for no longer than 15 mins and wear masks. SLT / MLT to avoid touching resources and remain at 2m distance from other staff Posters to remind staff displayed around school – hands / space / face / Staff and parents reminded to follow government guidelines. 				L	L	L

Bringing Infection onto the School Site	<ul style="list-style-type: none"> • Staff • Pupils • Parents 	<ul style="list-style-type: none"> • Hand sanitising station at main entrance before adults enter the building • Children to wash hands on arrival for 20 secs (staff supervised) • Tissues provided across school • Bins emptied twice a day • Classroom windows will be open for ventilation • Doors to be wedged open to minimise contact with door handles. • Staff to reinforce messages to pupils <ul style="list-style-type: none"> - Avoid touching eyes, nose and mouth - Catch it, Bin, Kill it - Cover cough and sneeze with tissue or arm • Signage will be displayed around school to indicate our arrangements • 1 parent allowed on site - pupils kept in a 'holding area' on bottom playground – CB / RMc • Staff in playground directing pupils. • Social distancing in school will include: <ul style="list-style-type: none"> - Sitting children at desks that are 1m apart where possible - Ensuring everyone queues and eats further apart than normal - Keeping apart when in the playground or doing any physical exercise – separate outdoor spaces - Visiting the toilet one after the other • - Staggering break times / start and finish <ul style="list-style-type: none"> - Putting guidelines where appropriate (video) - Avoiding unnecessary staff gatherings • No parents on site unless invited on school premises by appointment only. • School Behaviour Policy updated to include new guidance. 	M	M	M	<ul style="list-style-type: none"> • Parents and visitors allowed on school premises in exceptional circumstances only– exclusions / social care / health and well-being. • All meetings to take place virtually until further advice is given by the government. • Parents are required to wear face masks if they are congregating in key areas at drop off and pick up time. • Parents reminded to use the 'paw prints' for socially distancing guide. • Posters displayed for parents to see. • Posters to remind staff displayed around school – hands / space / face / • Staff and parents reminded to follow government guidelines for mixing outside of the school setting • New and current updates to Government Guidance and Public Health Guidance followed and shared. 				L	M	L
Management of contractors and visitors	<ul style="list-style-type: none"> • Staff • Pupils • Contractors 	<ul style="list-style-type: none"> • Avoid and discourage any unnecessary visitors to site. • Avoid any contractor works unless emergency or essential. 	L	L	L	<ul style="list-style-type: none"> • Visitors allowed on school premises in exceptional circumstances only– exclusions / social care / health and well-being. 				L	L	L

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		<ul style="list-style-type: none"> • Reception screen to be used when communicating through the visitor • Office door to remain closed – staff to contact via sliding window on main corridor • Inform parents / carers to minimise visits to school / contact with reception and use alternative means e.g. telephone, email etc. • Visitor book to be completed by the office (signing in) • Signage advising of procedures to follow • Hand sanitising station at main entrance before adults enter the building 				<ul style="list-style-type: none"> • All meetings to take place virtually until further advice is given by the government. • Visitors are required to wear face masks use hands face space rule. 						

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Fire Evacuation Procedures	<ul style="list-style-type: none"> Staff Pupils Contractors Visitors 	<ul style="list-style-type: none"> Alcohol gels (flammable) to be stored away from heat sources Fire evacuation routes to be kept clear Escape routes designed to avoid classes meeting Doors wedges to be manually removed by an adult as area vacated as part of exit Assembly Point outside in fresh air 2m gap at assembly point line-up Hand washing to take place as first task after re-entering building – rota system RH (SBM) will be responsible for reviewing the fire risk assessment. RH (SBM) will be responsible for updating any fire evacuation routes. KT (Caretaker) will be responsible for routine monitoring of fire safety provisions and maintaining a record within the fire log book. KT (Caretaker) will be responsible for daily checks of the school building to ensure fire evacuation routes are kept clear. JB (SENCO) will be responsible for reviewing PEEPs regularly and amending support plans as required. 	L	L	L	<ul style="list-style-type: none"> Windows open – these need to be closed on evacuation. 				L	L	L		
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions						Review Date (<i>Step 5</i>) : 19/6/2020								
Assessors Signature: Mr R.Hinchliffe			Date: 6 th January 2020			Authorised By: Mrs R McEvoy			Date: 06/11/2020			Reviewed: 06.01.2021		

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
	Likelihood of Harm Occurring			

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category must have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy.