

## Risk Assessment

<b>Location / Site</b>	Insert location and site where activity taking place
St Paul's C of E Primary School	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
<ul style="list-style-type: none"> <li>Full Reopening of St Paul's Primary School</li> </ul>	
<b>Assessment date</b>	Insert date when assessment is being carried out
9/07/2020 – to be updated regularly when re-opening in September	

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>Yes</b>
<b>Children</b>	<b>Yes</b>
<b>Visitors</b>	<b>Yes</b>
<b>Contractors</b>	<b>Yes</b>

The red text shows control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings published July 2020.

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<p><b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus</p> <p><b>Contact between individuals not minimised and social distancing measures not followed.</b></p>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Children to be in phase bubbles i.e. EYFS/KS1/LKS2/UKS2 but work in their classrooms separately as much as possible and use cones on the playground to split groups</li> <li>All groups kept apart as much as possible</li> <li>Staff will be allocated phases where possible to reduce the risk - Teacher and Phase TA are assigned to a phase</li> <li>All staff should remain 2m apart from others where possible, adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration.</li> <li>Staff will work side on to pupils as opposed to face to face whenever possible</li> <li>Staff should use designated areas for breaks – (Library/SLT Office/Hub/Staffroom)</li> <li>Children are encouraged to keep their distance from other groups</li> <li>Limited shared rooms i.e. Hall (No Worship in the Hall)</li> <li>It is recognised that younger children cannot maintain social distancing and it is acceptable for them not to social distance within their group – this is why EYFS are not in a phase.</li> <li>Social distancing charter created for and with the children – saved in folder and sent to all staff (Include instructions how to line up, use of toilet, moving around the classroom etc)</li> <li>Charter re-visited and modelled many times a day and linked to new Covid 19 school behaviour</li> </ol>			

## ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY

system

12. Teachers to model and teach social distancing and handwashing
13. Pupils are seated side by side where possible but this should not block entrances
14. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction  
Where possible live marking can be done in conjunction with pupils limiting face to face contact.
15. Adults to remain 2m distancing at front of room where possible
16. Where adults move through multiple groups they should remain 2m apart from children where possible i.e. Christie and Jake (PPA cover)
17. During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Children should come to school in their PE kit on their days of PE.
18. Class phones can be wiped down with wipes bought.
19. Children to ensure handwashing regularly – see timetable
20. Children to use same desk where possible to minimise risk
21. Bags, coats and lunchboxes kept safely stored near classroom if possible
22. Unnecessary furniture is removed out of classrooms
23. Large gatherings such as collective worship can not take place together
24. Staggered start times/finish times have been planned to ensure groups are kept apart as children arrive and leave school
25. Parents have been told about the drop off/pick up protocols, including the procedure for late arrivals and pick ups, and have been asked to social distance between themselves
26. External entrances to classrooms have been used where practical
27. Visits to the office should only be essential – phase TA's should be used if needed
28. KS1 phase TA to use walkie talkies to ensure she can support both classrooms if needed i.e. toilet trips
29. Windows/doors should be open wherever possible
30. Meetings with parents should be carried out over the phone or via Google Meet with 2 staff
31. Hand gel/Wipes to be used on all shared resources i.e. photocopier
32. Alcoholic wipes available in the Hub and office

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

	Arrival	Toilet	Morning Playtime	Toilet	Lunch	Toilet	Afternoon Playtime /Break	Finish
<b>EYFS</b>	8.45am  Arrive Reception outdoor area	Use own toilets	9.10-9.25	Use own toilets	11.45 in Hall  Playground-11.15-11.40 leave via slope	Use own toilets	EYFS Outdoor Area	3pm  Depart via Reception outdoor area

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<b>Year 1/2</b>	Y1 8.45am	Y1	9.45-10.00	Y1	12.15 in classrooms	Y1	2.00-2.15	3.00pm
	Y2 8.55am	9.30		11.00	$\frac{1}{2}$	1.50	$\frac{1}{2}$ Playground	3.10pm
	Arrive via playground	Y2		Y2	Playground	Y2		Depart via playground
		9.40		11.15	11.50-12.15	2.15		
<b>Year 3/4</b>	Y3 9.00am	Y 3	10.15-10.40	Y3	12.00 in classrooms	Y3	N/A	Y3 3.15pm
	Y4 9.10am	Y4	(Use half the playground leave via stairs)	11.30	$\frac{1}{2}$ Playground	2.30		Y4 3.25pm
	Arrive via front door	10.10		Y4		Y4		Depart via Front Door
				11.45	12.20-12.45	2.40		
<b>Year 5/6</b>	Y5 9.10am	Y5	10.45-11.10	Y5	12.30 in classrooms	Y5	N/A	3.15pm
	Y6 9.00am	10.30	(Use half the playground leave via slope)	12.00	$\frac{1}{2}$ Playground	2.50		3.25pm
	Arrive via Playground - Up Y5 Stairs	Y6		Y6		Y6		Depart via Playground come down Y5 stairs
		10.40		12.15	12.50 - 1.15	3.00		

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<b>Existing level of risk</b>	Consider current level of risk
<b>HIGH</b>	<b>MEDIUM</b>
	<b>LOW</b>
	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p><b>St Paul's can not allocate toilets to different groups of children and there is an issue with waiting to go into the toilet.</b></p> <ol style="list-style-type: none"> <li>1. Only one class allowed to go to the toilet at a time – see timetable</li> <li>2. TA to escort children to toilets and ensure no other children are in the toilets if it is not their allocated time and check that no other class is there</li> <li>3. All to follow 'Catch it, Bin it, Kill it'</li> <li>4. Soap in toilets to be checked daily</li> <li>5. Children to wait while the TA checks the toilets are free</li> <li>6. Ensure all children wash their hands after using the toilets</li> <li>7. Extra Signs in toilet re washing hands</li> <li>8. External toilet doors to stay open</li> <li>9. Extra soap ordered to ensure we do not run out</li> <li>10. MSA's to mop and clean hall every lunch time and to wipe down door handles/banisters as they move through school.</li> <li>11. All staff working with children at lunch time must ensure all tables are cleaned after use.</li> <li>12. Extra wipe down of sinks/toilet handles throughout the day after every use by all adults when taking children to the toilets.</li> </ol>	

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
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Shared with staff – 10.7.2020			

# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



## School Rules September 2020

### Stay Safe

Keep a safe distance from your friends and teachers and stay alert in our environment.

### We Are Compassionate

We respond to the feelings and actions of others through kindness, as we all depend on each other. Please be kind to each other and let each other have space in our school.

### We Do Our Best

We persevere to be the best we can be, using wisely the individual gifts we have been given. We do our best to stay apart and let others have space in our school.

### We Are Forgiving

Forgiveness requires us to have the courage and strength to take responsibility for what we have done and we try not to do it again.



### St Paul's Wider Reopening Guidelines

#### When lining up to come to school:

Please stay 2m apart from any other group wherever possible.

#### In Classrooms:

Please stay at your desks and do not touch other children's belongings i.e. pencils.

#### Walking around school:

Please remain 2m apart from any other year group wherever possible.

#### On the playground:

Please ensure you stay in your groups area and do not pass the cones

#### In the toilets:

Please ensure you go straight to the toilet and wash your hands properly, following the instructions on how to wash your hands. Make sure you use soap and water and sing 'Happy Birthday' twice.



#### If you feel poorly:

Please make sure you tell an adult straight away if you feel hot or have a cough.

Dear God

Please help us to try our best and persevere to keep our St Paul's family as safe as possible. Please watch over us and keep us safe.

Amen

**ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter school in morning or at home time</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b>St Paul’s can not put 2m apart markers outside of school i.e. on the road outside school. Parents and children may end up waiting outside others houses.</b></p> <ol style="list-style-type: none"> <li>1. Posters outside school for the children and parents to wait</li> <li>2. Allocated door for groups of children to arrive and leave from – see timetable</li> <li>3. Parents are not to enter the building and need to let their children come in alone</li> <li>4. Parents who really need an appointment may book an appointment but this may be virtual</li> <li>5. Instructions shared re social distancing with parents and children prior to attending school</li> <li>6. Signage for parents and children displayed outside school</li> <li>7. Staff to be prompt when collecting children and bringing them into school.</li> <li>8. SLT/AHT to be on duty to supervise</li> <li>9. <b>Staggered drop off and pick up times for different year groups</b></li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<p><b>Signed off by Governors – 9.7.2020</b></p> <p><b>Shared with staff – 10.7.2020</b></p>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. <b>Staggered playtimes</b> and allocated play area – see timetable</li> <li>2. Only one phase out on the playground at once – classes will be split with cones down the middle of the yard</li> <li>3. No wooden playtime equipment – as equipment can’t be easily cleaned. This includes the Adventure Playground and Nature Trail.</li> <li>4. Equipment to be cleaned if used and only used with one group of children</li> <li>5. Handrail on the way in and out of school needs to be cleaned after each group</li> <li>6. Staff supervision throughout – actively encouraging and insisting on social distancing</li> <li>7. First aid – gloves, mask, hand gel and wipes provided for staff on duty.</li> <li>8. Staff break areas set up on other timetable with a limit on how many staff in each room – library, slt office, staffroom.</li> <li>9. Staff to use their own cutlery and mugs and wash them after use</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	

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<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b>			
<b>Shared with staff – 10.7.2020</b>			

	Outside play	Lunch	Adult lunch
EYFS	11.15-11.40 Jan Emma C	11.45-12.15 in hall Victoria Jan	Sarah M – 11.15-12.15 Jan – 12.15-12.45
Class 1 & 2	11.45-12.15 Emma C Rachael Fiona C Helen B - TE	12.15-12.45 Emma C – Y1 Fiona C – Y2 Tanya – TE	Sarah H/Sarah R – 11.45-12.45 Emma C - 12.45-1.15 Fiona C – 12.45-1.15 Helen B - 12.15-12.45 Tanya – 11.45-12.15
Class 3 & 4	12.20-12.45 Victoria Vicki Rachael (tidy hall/mop floor 12.30-12.50) New TA – GC	12.00-12.20 Beth – Y3 Vicki – Y4 Kat – GC	Dary/Bey/Sandra – 12-12.45 Beth – 12.20-12.50 Kat – 12.30-12.45 New TA – 12-12.30
Classes 5 & 6	12.50-1.15 Victoria Rachael 12.00-12.45 (Wed & Thurs) Fiona L	12.30-12.50 Bridget – Y5 Vicki – Y6	Besky – 12.30-1.15 Hannah – 12.15-1.15 Bridget 12.50-1.20

			12-12.30 – Thurs only
Victoria	11.45-12.15 Rec in hall	12.20-1.15 outside with KS2	
Rachael	11.45-12.15 KS1 outside	12.20-1.15 outside with KS2	tidy hall/mop floor 12.30-12.50
Vicki	12-12.20 Class 4 in classroom	12.20-12.30 outside with KS2	12.30-12.50 Class 6 in classroom
Fiona L	12-12.45 outside (wed & thurs)		12.50-1.15 outside with UKS2

	Outside	Inside	Lunchbreak
Jan	11.15-11.40	11.45-12.15 hall	12.15-12.45
Emma C	11.15-11.40 Rec	12.15-12.45 Class 1	12.45-1.15
Fiona C	11.45-12.15 KS1	12.15-12.45 Class 2	12.45-1.15
Helen B	11.45-12.15 TE	12.15-12.45 TE	12.15-12.45
Tanya		12.15-12.45 TE	11.45-12.15
Kat		12-12.30 GC	12.30-1.00
New TA	12.30-12.45 GC (15 mins in class)	12-12.30 Class 3	12-12.30
Beth		12-12.20 Class 3	12.20-12.50
Bridget		12.30-12.50 Class 5	12.50-1.20

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Children to eat in classrooms other than EYFS who are in the hall</li> <li>2. Children eat at their desks</li> <li>3. School dinners will be packed lunches made by schools i.e. hot option or sandwiches</li> <li>4. School dinners to be delivered to classrooms</li> <li>5. Desks to be cleaned after eating</li> <li>6. MSA's should empty bins after eating</li> <li>7. MSA's to mop and clean hall every lunch time and to wipe down door handles/banisters as they move through school.</li> <li>8. All staff working with children at lunch time must ensure all tables are cleaned after use.</li> <li>9. Extra wipe down of sinks/toilet handles throughout the day after every use by all adults when taking children to the toilets.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b>			
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<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing for MSA's</b> resulting in direct transmission of the virus	

**ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY**

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff assigned to work with one class/phase where possible</li> <li>2. MSA's on lunch duty to stay 2m away from all children as will be in contact with multiple groups</li> <li>3. Staff to clean the playground/equipment between each group of children</li> <li>4. Staff to clean the handrails on the way to and from the playground between each group of children</li> <li>5. For any first aid, staff are able and encouraged to wear gloves and a disposable mask if they wish even though the guidance does not require this.</li> <li>6. Hall to be mopped after use (EYFS)</li> <li>7. MSA's to be given a cleaning checklist to complete and return at the end of the week</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to stay in their classroom when not out to play</li> <li>2. Two children to go to toilet at one time – see above with TA</li> <li>3. Messages to office via email or phones in classroom or TA</li> <li>4. Phase TA's to support where needed</li> <li>5. KS1 to use walkie talkies as classrooms further apart</li> <li>6. Consider one way system around the school using walkway and outside – safety concerns unless the fire alarm sounds which then children need to leave as usual</li> <li>7. Agree instructions with children concerning going and returning to toilet</li> <li>8. When moving class around the school – one adult at front/back insisting the distance is maintained – regular practice of this in the first few days</li> <li>9. All staff ensure they stick to the timetable to reduce movement around school.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			



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<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children assigned own stationary</li> <li>2. Tubs of resources for rows if needed – maths cubes etc</li> <li>3. Resources cleaned each night and left to dry</li> <li>4. Tables, door handles and other surfaces cleaned every night</li> <li>5. Lessons planned so resources are not shared where possible</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>8. If multiple classes need to share resources, these should be left for 48 hours before use</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance</li> <li>2. First week back planned to support their emotional needs</li> <li>3. Some children may need a reduced timetable to start with</li> <li>4. 2 metre social distancing ELSA provision available for children who are distressed with TA assigned in their group</li> <li>5. PSHE to be delivered weekly to support children’s well-being</li> <li>6. With a phase TA for each bubble, 1 staff member can support children with extra activities that need it</li> <li>7. ELSA update and resources shared by Emma Crockatt for all staff</li> <li>8. A safeguarding poster in each room with staff pictures and DSL/DDSL to be discussed first week back</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY



<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting – to discuss concerns and shared control measures</li> <li>3. Staff have received Staff Mental Health training in the summer term to support individual wellbeing</li> <li>4. Link Governor to discuss concerns – M.L/T.K</li> <li>5. PPE offered for staff if they wish to use it</li> <li>6. Individual risk assessments completed with staff where needed</li> <li>7. Timetable of breaks and lunches for each group of children</li> <li>8. CW and Jake Rose to cover PPA on a Wednesday to ensure staff still get PPA</li> <li>9. Sharing of support helplines and other resources to support staff</li> <li>10. SLT/DSL/DDSL members of staff on site everyday for staff to share concerns with</li> <li>11. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</li> <li>12. Separate risk assessment for the office area</li> <li>13. Designated “staff areas” for staff – rota if needed</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Seek expert guidance from special schools/local authority re support for children with behaviour			

## ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY

difficulties – that might need restraint and display licking, spitting, biting etc. Leading to individual risk assessments 2. All children with 1:1 to have individual risk assessment which clearly state any risk factors to be considered i.e. restraint/biting/licking 3. PPE to be used for all intimate care – staff to introduce PPE with children before used 4. Office staff to monitor PPE and stock and order more if needed 5. Parents to be informed and part of the risk assessments 6. Masks purchased and issued to individuals 7. Disposable aprons ordered 8. Extra gloves ordered 9. Some visors also ordered if needed 10. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 11. Staggered start timetable if needed agreed and discussed with parents and following LA policy			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

### Education, Health and Care Plan – Covid-19 Risk Assessment

Student Name: \_\_\_\_\_ Date: 07.09.2020

Risk Assessment Completed by (name, role): Sarah McEnaney (Inclusion Leader)

Points to consider	Notes
Safeguarding/PPG/LAC? Named Social Worker?	N/A
Are there potential health risks to the individual from coronavirus (COVID-19), bearing in mind any underlying health conditions?	No
Is there a risk to the individual if some or all elements of their EHC plan: <ul style="list-style-type: none"> <li>• cannot be delivered for the time being, or</li> <li>• cannot be delivered in the normal manner, or</li> <li>• cannot be delivered in the usual setting?</li> </ul> What opportunities are there to meet needs in a different way temporarily e.g. in the home or online?	No
Can the parents/carers/home ensure their health and care needs can be met safely week-round or for multiple weeks (bearing in mind the family's access to respite)?	Yes
Is there a potential impact to the individual's wellbeing of changes to routine or the way in which provision is delivered?	Yes
Is there any out-of-school or college risk or vulnerability? <i>For example, a child or young person becoming involved in dangerous behaviour or situations or requiring support from a social worker. This applies to those whose needs are best met in educational settings, particularly in order to stop a care placement breakdown.</i>	No
Are other risk factors to consider?	<ul style="list-style-type: none"> <li>• ... can sometimes find it hard to wash his hands due to sensory feedback. Staff will encourage regular hand washing throughout the day through the use of modelling and visual cues.</li> </ul>
Who has been involved in this overall judgement of risk level e.g. Social Care, Health?	Christie Waite, Acting Head Teacher Sarah McEnaney, Inclusion Leader

## Best Practice Guidance for Schools on the use of Reduced Timetables (RTT)

July 2020



<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to close contact with children or staff if they become unwell</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. Parents will be asked to sign a parent/school agreement in September. 2. The Hub will be used as a Covid waiting room in case a pupil or staff member becomes unwell. 3. A sign will be put on the door if a child is unwell so nobody else enters the room.			

## ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY

4. We do not have spare toilets available for unwell children. The designated member of staff will thoroughly clean the toilet immediately after use if it is needed.
5. PPE should be worn by staff caring for the pupil.
6. Masks purchased and kept in the Hub
7. Disposable aprons ordered and kept in the Hub
8. Extra gloves ordered and kept in the Hub
9. Some visors also ordered if needed and kept in the Hub
10. Additional thermometers ordered
11. All staff should wash their hands ready
12. If anyone shows symptoms they will be asked to book a test and isolate until they receive the results
13. School will follow the Public Health – What to do if you have a case of Covid in your school document
14. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<p><b>Signed off by Governors – 9.7.2020</b></p> <p><b>Shared with staff – 10.7.2020</b></p>			



### Covid 19 Home/School Agreement

This home-school agreement has been issued for parents/carers to sign establishing our expectations of your child in school and our expectations of families where a member of a family displays symptoms - it is essential that all families comply with this to protect our community.

- Contact with individuals who are unwell should be minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Staff members, Parents and Carers must [book a test](#) for themselves or their children if they are displaying symptoms.
- Parents and Staff [are asked](#) to inform the school immediately of the results of a test.
- Staff members, Parents and Carers need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- If someone tests positive, they should follow the ['stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.
- School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Parent/Carer Name \_\_\_\_\_ Child's/Children's Name \_\_\_\_\_

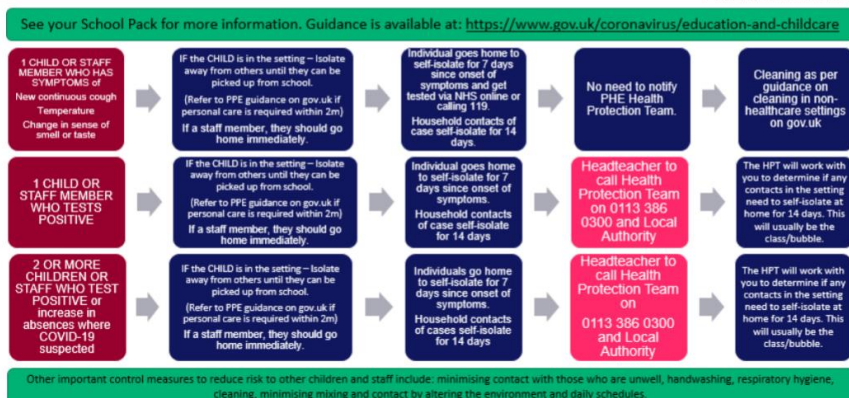
Class/Classes \_\_\_\_\_ Signed \_\_\_\_\_



# What to do if you have a case of COVID-19 in your school

Version 1  
23/6/2020

PHE Yorkshire and Humber



<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze – in classroom if possible Children supervised hand washing</li> <li>Hand gel dispenser/friendly wipes in classrooms with no sinks, in main entrance and on playground</li> <li>Hand gel order in large quantities</li> <li>Extra soap dispensers and re-fills in each classroom</li> <li>Provide bins in the toilets for paper towels and empty bins regularly (twice during the day)</li> <li>Washing hands posters replaced in all washing areas</li> <li>Reminders how to wash hands properly – videos and posters</li> <li>Procedure agreed for children to wash hands so thorough hand washing</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. Cleaning checklists provided for all classrooms, which should be completed and handed in to the			

## ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY

- SBM every Friday
2. Classrooms provided with cleaning products
  3. All surfaces, handles, toilets and shared equipment will be cleaned each day
  4. Gloves will be worn by all cleaning staff
  5. Class phones can be wiped down with wipes bought.
  6. Some resources if needed will be rotated and left to de-contaminate for 48 hours after cleaning to reduce the risk of indirect transmission before swapping them with groups and 72 hours for plastic items.
  7. Staffroom will be equipped with cleaning products and gloves and staff will be asked to wipe down anything used.
  8. Staff will be encouraged to use their own cups/cutlery and ensure they are washed up straight away.
  9. Soft furnishings and soft / cloth toys will be removed from use in classrooms
  10. EYFS will have limited resources that can be cleaned after use
  11. Deep cleaning of school as used by children before re-opening
  12. Cleaners to return to work before the school re-opens
  13. Staff are made aware of COSHH sheets for products in the cleaning cupboard and which equipment is suitable for each task to avoid any misuse
  14. Teacher's should not take home and wash hands before and after marking.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<p><b>Signed off by Governors – 9.7.2020</b></p> <p><b>Shared with staff – 10.7.2020</b></p>			



### Cleaning Checklist

Please ensure that you are keeping all workspaces clean and tidy and are vigilant with hygiene throughout the day. If there are any other things that you notice need regular cleaning, please add them to the list.

Week Commencing:

Cleaning	Monday	Tuesday	Wednesday	Thursday	Friday
Gate and padlock					
Tables – throughout the day					
Chairs					
Door Handles					
Banisters in and out room					
Playground Equipment					
Sink Area i.e. taps					
Carpet Spots					
Any shared equipment					
Toilets i.e. sinks and doors when ch. have been					
Toilet Flushes					
Playground banister					
Doors in and out of school					
Any shared resources used by both staff					
Chrome Books (when being used)					
Teacher Laptops					
Wash water jugs					
Staff room / eating areas before and after breaks					
Interactive whiteboard					

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of illness of vulnerable staff</b> through direct and indirect transmission of the virus	
<b>Existing level of risk</b>	Consider current level of risk

**ST PAULS CE PRIMARY SCHOOL HEALTH & SAFETY**

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff who are extremely clinically vulnerable or clinically vulnerable may be asked to work from home – still awaiting further guidance from HR/LA for more info on 1 staff member (Pregnant)</li> <li>2. Staff Equality Impact Assessment</li> <li>3. BAME individual risk assessments</li> <li>4. Pregnant staff individual risk assessments</li> <li>5. Pregnant staff not in school from 28+</li> <li>6. Any staff working at home will also need a risk assessment</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		Insert comments relevant to findings as appropriate	
<b>Signed off by Governors – 9.7.2020</b> <b>Shared with staff – 10.7.2020</b>			

<b>Name of Assessor</b>	<b>Signature of Assessor</b>	<b>Date</b>
Christie Waite	C.Waite	8.7.2020

<b>Name of Governor/s</b>	<b>Signature of Governor/s</b>	<b>Date</b>
Martyn Long Tom Keef	Martyn Long Tom Keef	9.7.2020

<b>Risk assessment reviews</b>		Set future review dates & sign/comment upon completion	
<ul style="list-style-type: none"> <li>• Weekly reviews to start moving to every two weeks.</li> </ul>			
<b>Date of Review</b>		<b>Changes Made</b>	
WK Beg 7 <sup>th</sup> September 2020			