



ST. VINCENT'S R.C. PRIMARY SCHOOL

RISK ASSESSMENT V11

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Activity: St. Vincent's R.C. Primary School whole school return in September.

Location: All areas

Assessment conducted by Senior Leadership Team

Date Completed: May 2020

Updated: 01.04.2021

Government Guidance for re-opening schools on 8th March 2021 states:

Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step.

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
- Having gone through this process, personal protective equipment (PPE) should be used in circumstances where the guidance says it is required.

The 'DfE's Schools Coronavirus (Covid19) Operational Guidance' is available from:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

Hazard	@ risk	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
<p>Traveling to and from School risk of infection from: public transport or walking with friends</p>	Pupils	Medium	<p>This is largely out of the control of St. Vincent's staff. Staff can: Advise/remind pupils about social distancing and the importance of hygiene. Advise Guardians of good practice via St. Vincent's web page and letters home. Advise parents about current guidance regarding mask use on public transport so that an informed decision can be made by parents/carers travelling with their child. Year groups will be allocated a school gate to enter/exit by and Y5/Y6 will start the school day at 09:10 and finish at 15:30hrs (appendix 1). Parents, other than Reception and Y1 parents, will not be permitted into the school yards.</p>	Low
<p>Lack of social distancing in the classroom resulting in direct transmission of the virus.</p>	Pupils & Staff		<p>All KS2 seats face the front of the class. Children keep to their desks and chairs when in the room. Social Distancing rules shared with the children (excluding Reception) – including instructions how to line up, use of toilet, moving around the classroom etc. This will be stated on day one of their return and will be reinforced regularly. Social Distancing rules linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. Children isolated if cannot adhere to rules and spoken to re the need for social distancing. If children become unsafe to others, then parents will be asked to take them home. Feedback via the large whiteboard, visualizer and interactive whiteboard: no close, sustained interaction between adults and children. School staff will remain 2 metres from pupils and other staff members where possible. Children to use same desk if returning next day. Children stay in the classroom for majority of the day (including lunch time for Y6, Y5, Y4, Y3 and Y2) and will not mix with other groups where possible. Children to have designated outdoor space. Classroom doors to remain open, if fire safety regulations are not compromised. Plastic strips will be removed from the Reception external door. Multiple boxes of tissues to be made available in all areas. Cleaning equipment available for staff to clean keyboards/equipment regularly. Each bubble will have a non-contact thermometer. Classroom windows to be partially open to allow natural ventilation.</p>	

<p>Lack of social distancing and poor hygiene when using the toilets</p> <p>resulting in direct and indirect transmission of the virus</p>	<p>Staff & pupils</p>	<p>Medium</p>	<p>Entry doors chocked open.</p> <p>Pupils to have allotted toilet breaks and only one boy and one girl allowed to go to the toilet at a time.</p> <p>Y1, Y2, & Y3 pupils needing the toilet during lesson time will be escorted by an adult to ensure the toilet block is empty before entering.</p> <p>Y4, Y5 and Y6 pupils needing the toilet during lesson time will instructed to wait on the yellow mark until the toilet block is empty before entering.</p> <p>Pupils to use hand sanitiser on their hands when they leave the classroom and wash their hands before and after use of the toilet.</p> <p>Extra Signs in toilet re washing hands.</p> <p>Soap stocks to be checked regularly and soap reordered as and when necessary: bars of soap and liquid soap available in all toilets.</p> <p>Staff to be allocated a specific cubicle to prevent over-use of one particular toilet: including allocation of cubical for supply staff and 1 visitor.</p> <p>Additional sanitary bins in female toilets.</p>	
<p>Lack of social distancing waiting to enter school in morning resulting in direct transmission of the virus</p>	<p>Pupils & staff</p>		<p>Parents to drop their child off and pick them up from designated points for their child's class-bubble – using 4 sperate gates.</p> <p>On arrival, pupils go straight to their classroom.</p> <p>Instructions for arrival and drop-off shared with parents in advance.</p> <p>Staff to be on duty to supervise safe entry and exit.</p>	
<p>Lack of social distancing during playtimes resulting in direct transmission of the virus</p>	<p>Pupils & staff</p>		<p>Staggered playtimes so class-bubbles are kept apart at breaks and allocated play area.</p> <p>Staggered break times for staff – limited numbers in the staff room</p> <p>Reduced playtime equipment – hard surfaces/can be easily cleaned.</p> <p>Games discussed which encourage social distancing with the pupils e.g. skipping.</p> <p>Staff supervision throughout – actively encouraging and insisting on social distancing.</p> <p>Children practice talking 2 meters apart – modelled by staff, where possible.</p> <p>PPE equipment compulsory for first aiders – apron, gloves, visor and mask.</p> <p>Playtime First Aid station moved to back of hall (bigger space).</p> <p>Cleaning equipment/spray next to fridge, sink and kettle in the staffroom.</p>	

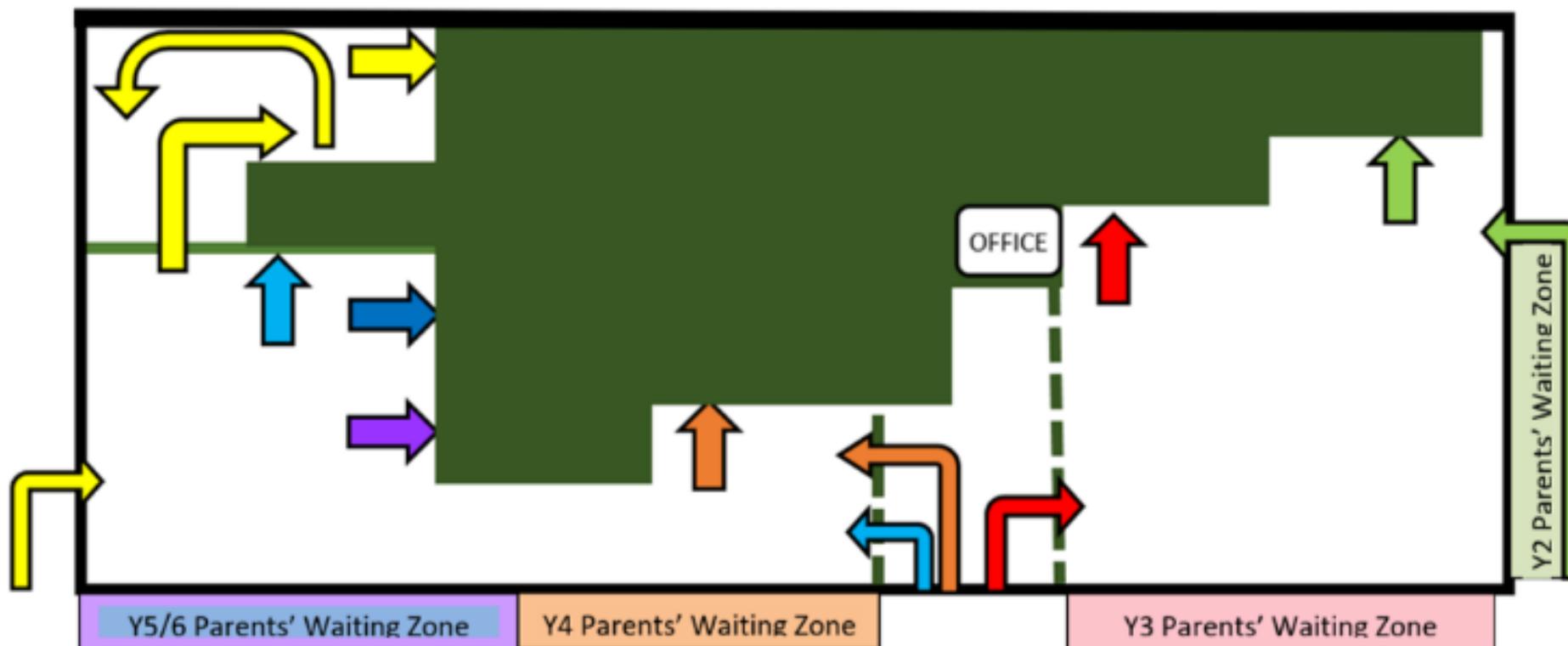
<p>Lack of social distancing when eating lunch resulting in direct transmission of the virus</p>	<p>Staff & Pupils</p>	<p>Y6, Y5, Y4, Y3 and Y2 eat in their classrooms. Children to bring own packed lunch in or one provided by school—packed lunches kept in their classroom. Packed lunches/Hot Boxes brought to the classroom if prepared on school site. Lunchtime supervisors allocated to individual class-bubbles. Lunchtime roster for staff to access the staffroom. Hall kitchen available (with microwave/kettle). Staff to bring own mug/drink container to be used in school. Individual coffee sachets and milk tubs provided. Anti-bac cloths and sprays available Hand-sanitiser dispenser at door</p>	
<p>Lack of social distancing in the corridors resulting in direct transmission of the virus.</p>	<p>Staff & Pupils</p>	<p>Children stay in their classroom and groups use designated entrance (for their use only) Children to follow red arrows posted on walls, creating a one-way system. One child going to the toilet at one time. Social Distance reminders given either verbally or through visual aids. Share these with children and regularly reinforce social distancing rules, except for Reception pupils. Agree instructions with children concerning going and returning to the toilet.</p> <p>If the class-bubble needs to move around the school, a distance of 2 meters should be kept at all times, where possible, and staff should ‘wipe as they go’ any common touch surfaces such as door handles.</p> <p>Internal doors should remain open wherever possible to avoid the use of push plates and door handles.</p>	
<p>Contact of shared resources resulting in indirect transmission of the virus</p>	<p>Staff & Pupils</p>	<p>School to provide stationery packs for individual pupils. These will be kept on their desk in the classroom and will be named. Any shared resources to be sterilised with Milton tablets/washed each night and left to dry if not same person using them the next day. Tables, door handles and other common touch surfaces to be cleaned at regular intervals and at the end of the school day. Resources placed on tables ready for lesson and not distributed within the lesson. Children to wash hands / use hand gel when exiting/entering the classroom. Soft furnishings and books not integral to learning to be removed. Keyboards and remotes to be cleaned at the beginning and end of lessons.</p>	

			<p>Pupils have their own mono-headphone.</p> <p>A 'clear desk' should be maintained by teachers.</p> <p>All members of staff will be assigned to 1 bubble only and will not have contact with pupils or staff from any other bubble.</p>	
Emotional wellbeing of children.	Pupils	Risk assessed on individual basis.	<p>A teacher and a TA (to allow the adult to have a break) in each class-bubble.</p> <p>2 metre social distancing provision available for children who are distressed.</p> <p>Class Worship/PSHE each day focusing on health and wellbeing.</p> <p>School Play Therapist available for small groups and individuals.</p> <p>Information on the school website to help parents and pupils prepare for new procedures.</p>	Risk assessed on individual basis.
Emotional distress of the staff – including anxiety	Staff	Risk assessed on individual basis.	<p>Staff to be made aware of all safety measures and precautions in school. Training and guidance to be given to staff on this.</p> <p>Staff given the opportunity to speak to the Head Teacher with any individual concerns regarding the full return to school process.</p> <p>Any staff meetings to take place virtually or at a social distance to discuss concerns and shared control measures.</p> <p>Risk assessments reviewed regularly – this is a flexible document.</p> <p>Designated staff areas for different groups of staff –a rota for the staff room at lunchtime.</p> <p>Vulnerable staff work from home if necessary.</p> <p>Staff counselling service available through Education Mutual Staff Insurance.</p>	Risk assessed on individual basis
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	Staff & Pupils		<p>Visors, masks, disposable gloves and aprons worn by first aiders.</p> <p>Extra gloves and aprons available and stocks checked regularly.</p> <p>Reception staff will continue to attend to the needs of non-toilet trained pupils. However, if a soiled nappy results in a child needing extensive bathing, a parent will be contacted for support.</p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk.</p>	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus.	Staff & Pupils		<p>Hand gel dispenser in all classrooms and around school at key points.</p> <p>Compulsory use of hand gel in classrooms and at key designated areas.</p> <p>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.</p> <p>'Catch It, Bin It, Kill It' practiced at all times in all areas of the school.</p> <p>Lidded bins in all classrooms and around the school</p> <p>Washing hands posters placed in all washing areas – rehearsed with children</p>	

			Reminders how to wash hands properly – videos and posters. Lessons on the importance of good hygiene on a daily basis.	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus.	Staff & Pupils		On-site cleaning available: 7-11:30am (1 cleaner), and 3:30 – 7:00pm (3 cleaners) ICT Suite cleaned at 09:30 (after Y4), 10:15 (after Y6) and 11:00 (after Y3) ready for 1 curriculum class in the afternoon All surfaces, handles, toilets and shared equipment will be cleaned each day and throughout the day. Keyboards and remotes to be cleaned regularly throughout the day: UV wands, wipes and spray. Soft furnishings and soft / cloth toys will be removed from use in classrooms.	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	Staff & pupils		Those who are clinically extremely vulnerable will seek medical advice if necessary.	
Risk of child showing recognised Covid-19 symptoms on site. (Cough, fever, high temperature, loss of taste / smell, vomiting)	Staff & pupils		Child to be isolated in unused room with the door closed and the windows open. First aider to use PPE when treating children. This includes gloves, a disposable apron, mask and a visor. Office to contact parent immediately to collect. Parents will follow the Public Health England testing procedure. School to inform COVID Control Newcastle via https://publichealth.newcastle.gov.uk/covid19notifications School to follow subsequent Public Health Newcastle instructions. Parents to be made aware that they must keep children at home if they have any symptoms and contact public health England. Any waste generated in an isolation area from pupils with flu-like symptoms to be double bagged, labelled with pupil's name and stored for 14 days in accordance with guidance. Policy is: 'If in doubt – children go home.'	
Educational visits	Staff /pupils		Educational visits will only be authorised if current guidance can be followed. Overnight Educational Visits to be suspended until further notice.	

<p>Infection being brought on site by persons entering the building.</p>	<p>All building users</p>	<p>Warning sign at all entrances. Hand sanitizing gel available for use at the office and all entrances. Visitors, if entering the main building, will confirm they have no symptoms. Visitors, if entering the main building, will indicate whether they have recently been overseas. Visitors, if entering the main building, will have their temperature taken All persons entering the main building are given a disposable mask to wear at all times (they will dispose of their mask off-site) All persons entering the building will sanitize their hands on entry and exit. Perspex barrier/shield separates visitors from admin staff. No visitors to be admitted beyond the Reception area without the prior authorisation of the Head Teacher or her representative. Repairs/Maintenance are to be conducted outside of school hours where possible. Contractors should be on site through prior arrangement and have Risk Assessed their activities in relation to the Covid-19 virus. Deliveries to be left in the Reception area. Deliveries are not to be signed for. Kitchen deliveries to be delivered directly to the kitchen entrance.</p>	
<p>Review date: 1st April 2021</p>		<p>Reviewed by Angela Ness (Headteacher)</p>	

Appendix 1 Pupil entry routes and staggered start/end times.



Reception:	School starts at 8:55am and ends at 3:15pm
Year 1:	School starts at 8:55am and ends at 3:15pm
Year 2:	School starts at 8:55am and ends at 3:15pm
Year 3:	School starts at 8:55am and ends at 3:15pm
Year 4:	School starts at 8:55am and ends at 3:15pm
Year 5:	School starts at 9:10am and ends at 3:30pm
Year 6:	School starts at 9:10am and ends at 3:30pm