


RISK ASSESSMENT: St. Joseph's Catholic Primary School	
Activity: School reopen on Government instruction following Covid - 19 Pandemic	Covered by this assessment: Staff, pupils, contractors, visitors, volunteers
Assessment conducted by: EM/HH	Date Completed: 1 June 2020
Review Interval: Every 2 weeks	Date of next review: 15 June, 2020

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Related documents	
Local Authority documents:	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings Planning guide for primary schools

Risk matrix

	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Supporting documentation: *Wider re-opening following partial closure due to Covid - 19 virus*

- Revised first aid procedures*
- Revised evacuation procedure*
- Proposed timetable*

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
A. Conditional tests to satisfy before proceeding with full Risk Assessment						
A.1 Current Government guidance has been considered						
The current Government guidance indicates that schools are not safe to reopen		A.1a Current government guidance is checked daily for updates, and any changes are acted upon by LT	LT	Y	LT check daily and communicate information to staff	
B.1 Local Authority advice has been considered for each area						
Local Authorities advise all schools within their locality that it is not safe to reopen, as they have a safeguarding responsibility for all schools		B.1a Local Authority advice is checked regularly B.2a Local Authority advice is factored into the risk assessments	LT	Y	LT check daily and communicate information to staff	

Hazard	Who is at risk?	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
Traveling to and from school. Possible risk of infection from <ul style="list-style-type: none"> ● Use of public transport ● Walking with friends 	Children / Parents	N/A	This is largely out of the control of staff. Staff can: <ul style="list-style-type: none"> ● Advise/remind children about social distancing and the importance of hygiene. ● Advise parents/carers of good practice and current guidance via text, website and newsletters. ● Encourage children not to use public transport on shorter journeys. <i>(NB This should be a health choice rather than a scare tactic).</i> 	N/A
Infection being brought on site by persons entering the building	All Building Users	20	<ul style="list-style-type: none"> ● Appropriate signage displayed at all entrances. ● Hand sanitiser to be available at each entrance as the children enter school ● All persons are to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building. ● Screening set up in the Reception area. ● 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 day hours wherever possible. ● Contractors should be on site through prior arrangement and have Risk Assessed their activities in relation to the Covid - 19 virus ● Deliveries are to be left in the Reception area by delivery drivers. Deliveries are not to be signed for. ● Kitchen deliveries to be delivered directly to the Kitchen entrance. ● Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity. 	4

			<ul style="list-style-type: none"> Children are to use equipment provided by the school rather than bringing personal equipment on site. 	
<p>Planning movement around school</p> <ul style="list-style-type: none"> ➤ The start and end of the school day create risks of breaching social distancing guidelines ➤ Hygiene and handwashing 	Children / Staff / Parents	25	<p>Children to be brought to school by one adult only – adult to escort child onto main yard following designated pathway. Parent and child to wait on yard maintaining social distance (marking on playground to assist).</p> <p>Member of staff to supervise at the Main Gate to ensure parents / children follow guidance.</p> <p>Member of staff at each chosen entrance / exit point. Staff to invite children one by one to enter school / parent to leave premises following designated pathway/maintaining social distance.</p> <p>Information sent to parents re which entrance they are to use, how to drop off / pick up at a distance, social distancing with other parents, allocated times and the importance of abiding by these.</p> <p>Which entrance will children use?</p> <ul style="list-style-type: none"> Main Gate off Bishop's Road Yr 6 - Group 1/3 - East Staircase 1 (Leading to Yr 4/6 classroom) Yr 6 - Group 2 – East Staircase 2 (Leading to Yr 5 classroom) Yr 6 – Group 3a (if needed) – West Staircase (Leading to Yr 2/3/ classrooms/Hall) Yr 1 – Group 1 – East Staircase 1(Leading to Yr 1 classroom) Yr 1 – Group 2 – West Staircase (Leading to Yr 2 classroom) Early Years – EYs Entrance via EYs outdoor area <ul style="list-style-type: none"> Groups of children given staggered times to arrive / be collected from their allocated entrance. <ul style="list-style-type: none"> All approaches to external entrances should be marked so as to facilitate social distancing. All entrances should have a staff presence during pupil entry. 	9

			<ul style="list-style-type: none">• Staff member to greet the children at entrance to school.• Children to sanitise hands before going into the classroom/Hall.• On entering the building pupils should go directly to their teaching area.• Staff member to greet children in the classroom/Hall.• On entering the building pupils should go directly to their teaching area.• Staff member to greet children in the classroom/Hall.• Children wash their hands and take their seat at their allocated table.• All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas.• Class registers to be completed by class teacher using RM Integris.• Staff and support services to be signed in and out of the building. Signing in sheet to be completed by Reception Staff rather than the individual so as to avoid pen sharing.• Children to be briefed daily about social distancing and the importance of hand washing. Clear signage in classrooms to promote these messages• Soap and paper towels to be available next to all sinks. Hand	
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			<p>sanitizers to be made available in all teaching areas where washing facilities are not available.</p> <ul style="list-style-type: none"> • Sanitisation stations to be set up, with appropriate signage, at entry points to the building, dining areas and other recreation areas. • Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. • Children are to wash hands/sanitise when entering the building, entering the classroom, before/after break, before/after lunch, before going home and at other times deemed necessary e.g. following use of equipment. 	
<p>Planning movement around school</p> <ul style="list-style-type: none"> ➤ Movement around school risks breaching social distancing guidelines 	Children / Staff	25	<ul style="list-style-type: none"> • Main corridor marked with 'spacing lines' to ensure children/ staff follow them and maintain social distancing whenever possible when travelling around school. • Member of staff to monitor movement in corridors and on staircases. • Movement of children around school is minimized as much as possible • Corridor cloakrooms not to be used. If children wearing coats then these are to be taken into classroom. • Staggered break times and lunchtimes to minimise number of children moving around school/outside at any one time. • Groups to remain in their designated play area. *No more than 2 groups on the yard at any one time. 	9

<p>Organisation of teaching spaces</p> <ul style="list-style-type: none"> ➤ Classroom sizes will not allow adequate social distancing 	<p>Children / Children / Staff</p>	<p>25</p>	<ul style="list-style-type: none"> ● Classroom size and numbers reviewed ● Class sizes, staffing and timetables reviewed to allow for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per 'bubble' but more likely to be in the region of 10 or less) <p>NB It is understood that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. None the less where it is possible to maintain distancing, this should be adopted and staff encouraged to do so. There are examples of options which should be considered and introduced where relevant and practical to manage social distancing – see action plan</p> <ul style="list-style-type: none"> ● Yr 5 and 6 classrooms able to accommodate 9 'socially distanced' tables – this allows room for movement in the classroom. ● Yr 1 classroom able to accommodate 15 'socially distanced' areas ● EYs classroom able to accommodate 15 'socially distanced' areas <p>Potential room use:</p> <ul style="list-style-type: none"> ● Year 6 (if all 30 chn attend): Hall (12 chn), Yr 6 classroom (9 chn), Yr 5 classroom (9 chn) <p>* If all EYs attend, 7 chn from Yr 6 will go to Year 4, leaving 5 Yr 6 in the Hall</p> <ul style="list-style-type: none"> ● EYFS (if all 30 chn attend): EYs classroom (15 chn), EYs Hall (15 chn) ● Year 1 (if EYs attending): Yr 1 classroom (15 chn) Yr 2 classroom (8 chn), Yr 3 classroom (7 chn) 	<p>9</p>
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			<ul style="list-style-type: none"> Year 1 (if all 30 chn attend and no EYs attend): EYs classrooms (15 chn), Yr 1 classroom 10 chn, Yr 2 classroom 5 chn) Key Worker/Vulnerable Group If Yr 6 only attending – Hall If Yr 6, EYs and Year 1 attending - Library <p>Return of year groups to be prioritised with Yr 6, followed by EYs and Yr 1.</p> <p>If all 4 year groups return fully all classrooms and the Hall in use.</p>	
<p>Organisation of staffing and children</p> <ul style="list-style-type: none"> Risk of cross contamination between ‘bubbles’ 	Children / Staff	25	<ul style="list-style-type: none"> Pupil groups to be taught in ‘bubbles’ (maintain Key Worker/Vulnerable children ‘bubble’). Designated areas and staff for each bubble so as to lower the risk of possible cross contamination. Pupils from different ‘bubbles’ should not interact with each other. Staff interaction to be conducted following social distance guidelines The use of whole staff communal staff areas should be avoided with staff provision being met within their respective group. 	12
<p>Availability of staff and class sizes</p> <ul style="list-style-type: none"> The number of staff who are available is lower than that required to teach ‘bubbles’ in school 	Children / Staff	12	<ul style="list-style-type: none"> The school is to be operated with minimal staff, depending on pupil numbers. Staff rota to be prepared and distributed by LT. Representatives from LT, DSL and First Aider must be included on the rota. Staff not on rota are to work from home. Pupils with specific needs may require assistance from designated staff. Staff rota to take into account: <ul style="list-style-type: none"> Staff personal circumstances 	6

			<ul style="list-style-type: none"> • Number of pupils on site • Specific needs and special considerations of pupils on site • Age of pupils • 2 adults to a 'bubble' to allow for breaks <p>Staff availability is regularly updated so that deployment can be planned and reviewed Currently 2 LT, 2 Admin (p/t), 5 teachers, 2 HLTAs, 9 TAs in school on a rota basis.</p> <p>Currently 3 Teachers shielding (2 have underlying medical concerns, 1 has childcare issues) and 2 non-class based members of staff are shielding due to underlying medical concerns. Guidance allows for TAs to lead 'bubbles' under the direction of a teacher. This increases staffing capacity.</p> <p>Staffing required for</p> <ul style="list-style-type: none"> • One year group only plus keyworker / vulnerable children: 1 LT (<i>DHT Yr 6 Class teacher</i>), 4 staff to teach a group each, 2 TAs to support / provide First Aid Cover (if all Yr 6 attending) • Two year groups attending plus keyworker/ vulnerable children: 1 LT, 7 members of staff to teach a group each, 3 TAs to support / provide First Aid Cover (if all Yr 6 and EYs attending) • Three year groups attending plus keyworkers / vulnerable children: 1 LT, 9 members of staff to teach a group each, 5 TAs to support / provide First Aid Cover (if all children in each year group are attending). • Whilst running a one class return model (minimum 4 staff 	
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			<p>required) there will be capacity for other staff to cover should absences occur.</p> <ul style="list-style-type: none"> • Whilst running a two class return model (minimum 7 staff required), limited capacity to cover absence. • If running a three class return model (9 staff required), limited capacity to cover absence. <p>NB All of this is dependent on how many children within each year group return to school.</p>	
<p>The school day</p> <ul style="list-style-type: none"> ➤ The use of resources and materials during the day may create risks of contamination 	Children / Staff	25	<ul style="list-style-type: none"> • Common / Frequently touched surfaces to be sanitised periodically with antibacterial disinfectant. (Computer keyboards, remote controls, photocopiers etc.) • Where computer headphones are to be used, the set should be specific to the user and not shared. • Additional waste bins to be made available in teaching areas so as to reduce the necessity of children to move around the teaching area. Minimum 1 lidded bin in each teaching area. • Use of drinks fountain to be suspended. • Water bottles to be filled at beginning of each day by staff (staff to wear PPE). Children to refill own bottle if needing replenished. Tap to be cleaned between each use. • Water bottles to be cleaned at end of each day (put through dishwasher) • Classrooms set out with socially distanced furniture • Additional furniture removed to create as much space as possible • All children are to have a dedicated workstation and their own equipment. (Pens, pencils etc.). Equipment should be retained by the child and not put back into the general stock. 	8

			<ul style="list-style-type: none">● Use of PE/play equipment - Equipment to be allocated to each group for their sole use – equipment to be cleaned/wiped down at the end of each break/day.● Use of IT equipment – Equipment to be allocated to each pupil for their sole use – equipment to be cleaned/wiped down at the end of each day.● All resources/learning materials to remain in the ‘bubbles’.● Sanitisation wipes to be available for pupil/staff keyboard cleaning. Wipes should be safe to use on hands.● Classroom windows to be partially open to allow natural ventilation.● Staggered lunch/break in place so as to maintain social distancing.● All physical activities to be non-contact. Activities involving the shared use of equipment to be avoided.● Additional cleaning of door handles and common / frequent touch points to be conducted by Staff.● No visitors allowed into the building unless their presence is essential to the operation of the site or they have been approved by the Head teacher.● Additional cleaning of door handles and common / frequent touch points to be conducted by Staff.● Evacuation procedures to be reviewed to take into account reduced pupil/staff numbers, social distancing and changes in building usage. LT to advise staff. Drills involving the use of alarms should be avoided.● PPE to be made available for staff if requested.	
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<p>General: Risk of viral cross contamination.</p> <p>➤ Cleaning Capacity is reduced so that an initial deep clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>Children / Staff</p>	<p>25</p>	<p>Usually, Mr Wilson, Caretaker, follows split shift pattern, 7.00 am – 11.30 am / 3 pm – 6 pm</p> <p>Mrs Foster, Cleaner, works 3.30 pm – 5.30 pm and Mrs Thompson, Cleaner, works 7.00 am to 8.30 am and 3.30 pm – 5.30 pm.</p> <p><i>However, during 'Partial Opening' of school Mr Wilson has worked a 'continuous' shift 8 am – 3.30 pm.</i></p> <p><i>Mrs Foster and Mrs Thompson, Cleaners, have worked 1.30 pm – 3.30 pm.</i></p> <p>Usual shift pattern/cleaning schedule to resume wb 15.6.20</p> <ul style="list-style-type: none"> • Areas of school not in use during Partial Opening have been cleaned and area closed off. • Internal doors should remain open wherever possible so as to avoid the use of push plates and door handles. • Classroom doors to remain open, this will also assist with ventilation. • Common / Frequently touched surfaces to be sanitised periodically with antibacterial disinfectant. (Computer keyboards, remote controls, photocopiers etc.) • Boxes of tissues to be made available in all areas. • Additional waste bins to be made available in teaching areas so as to reduce the necessity of children to move around the teaching area. Minimum 1 lidded bin in each teaching area. • Depending on building occupancy, sections of the building will be closed off. Signage should be placed on doors to advise that an area is out of use. Building heating, cleaning and relevant services can be adjusted accordingly. 	<p>20</p>
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			<ul style="list-style-type: none"> Stocks of essential items to be monitored by Caretaker (Toilet rolls, soap, sanitisers etc.). Concerns to be discussed with the Head Teacher. 	
<p>Cleaning</p> <ul style="list-style-type: none"> ➤ Building contamination following pupil occupancy: Preparing for the following day 	Children / Staff	20	<ul style="list-style-type: none"> Provision of tissue and sanitisation supplies to be checked and restocked as required. Bins to be emptied Cleaning to give special consideration to hard surfaces such as table tops, push plates, door handles, light switches and banisters etc. <p>Cleaning procedures to be confirmed by Mr Wilson / Facility Services</p>	10
<p>Cleaning</p> <ul style="list-style-type: none"> ➤ Shortages of essential supplies due to mass buying following Government announcement. 	Children / Staff	25	<ul style="list-style-type: none"> Stocks to be purchased in advance of Government announcement. Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries. 	10
<p>Testing and Managing Symptoms</p> <ul style="list-style-type: none"> ➤ Testing is not used effectively to help manage staffing and support staff wellbeing ➤ Infection transmission within school due to staff/pupils (or 	Children / Staff / Parents	25	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. 	9

<p>members of their household) displaying symptoms</p> <ul style="list-style-type: none"> ➤ Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 ➤ Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should there be a confirmed case of COVID-19 in the school. 			<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Children becoming ill to be held in the designated isolation area whilst arrangements for collection are being made with the Parent/Carer. • Isolation areas should have minimal furnishings and natural ventilation. Soft furnishings should not be employed in these areas. • Staff/children showing signs of infection should self-isolate for seven days. • All persons within the individuals 'bubble' (children and staff) are to self-isolate for fourteen days. • Isolation procedures to be modified to take into account reduced occupancy of building and times when lead first aid staff may not be on site. Revised procedures to be communicated to all First Aid Staff/LT. • Any waste generated in an isolation area from children with flu-like symptoms to be double bagged, labeled with the child's name and stored, in accordance with guidelines, for fourteen days. • Deep clean of all areas used by the individual to be arranged with Facility Services. Areas should be locked and taken out of use until this is completed. • Public Health England to be notified. 	
Staff workspaces / use of	Staff /	25	<ul style="list-style-type: none"> • Staffroom and offices have been reviewed and appropriate 	6

<p>small rooms and confined spaces</p> <ul style="list-style-type: none"> ➤ Staffroom and offices do not allow for observation of social distancing guidelines 	Visitors		<p>configuration of furniture and workstations have been put in place to allow for social distancing</p> <ul style="list-style-type: none"> ● Office spaces should not have desks positioned so that users face each other. Staff to maintain social distance measures within office space. ● Staff have been briefed on the use of these rooms ● Use of boiler/kettle, fridge, microwave etc to be limited where possible. Staff to clean down after use. ● Cleaning materials to be provided on both photocopiers ● Access to staffroom restricted to bubbles and cleaned following use ● Staff will be allowed to go outside for a break, but within the limits of the school grounds ● The use of smaller rooms such as interview rooms, practice rooms and those with inadequate ventilation should be avoided. 	
Lunchtime: Risk of viral cross contamination	Children / Staff	20	<ul style="list-style-type: none"> ● All children to bring a packed lunch from home. ● Those eligible for FSM will continue to receive FSM vouchers/those eligible for UIFSM will receive school PL ● Guidance on use of disposable bags instead of lunch boxes has been issued to parents and children ● All children are to remain in their designated area to eat their packed lunch. ● Lunches to be staggered to avoid children cross contaminating with other groups. 	9
Toilets: Risk of viral cross contamination.	Children / Staff	25	<ul style="list-style-type: none"> ● Periodic cleaning of toilets and associated sinks/taps to take place throughout the course of the day (Liaise with Mr Wilson). 	9

			<ul style="list-style-type: none"> • No more than one person allowed in the toilet area at any one time. • Appropriate markings/signage are to be displayed outside of the toilet area so that social distancing can be maintained if queuing becomes necessary. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Timetable of toilet visits 	
<p>Classroom: Risk of viral cross contamination</p> <ul style="list-style-type: none"> ➤ Clothing/Fabric ➤ Use of fabric chairs/soft furnishings may increase the risk if the virus spreading 	Children / Staff	25	<ul style="list-style-type: none"> • Sanitisation facilities and tissues are to be available in all areas. • Children and staff should remain in the same room for all lessons. • Children are to have their designated seat for all lessons. • Seating arrangements will take into account social distancing guidelines. • Excess furniture to be removed from the teaching area to allow more effective cleaning and to reduce common touch surfaces. • Remove fabric chairs / soft furnishing items from the classrooms. • Children are to remain seated and to be discouraged from 'wandering' in the classroom. • Additional classroom bins to be provided. (Minimum 1 lidded bin per classroom) • A 'clear desk policy' should be adopted for staff desks 	10

			<ul style="list-style-type: none"> • Staff PPE to be available upon request. • Work completed on paper by children should not be physically marked or collected in. 	
<p>Not wearing clean clothes each day</p> <ul style="list-style-type: none"> ➤ Not wearing clean clothes each day may increase the risk of the virus spreading – staff ➤ Not wearing clean clothes each day may increase the risk of the virus spreading - pupils 	Children / Staff / Parents	25	<ul style="list-style-type: none"> ➤ Policies are agreed prior to the school opening on the wearing of smart/casual dress by staff to minimise risks. ➤ Recommend that staff leave ID badges in school, rather than take home ➤ Children and parents have been given guidance to shower/bath every day and wear clean clothes to school 	10
<p>PPE</p> <ul style="list-style-type: none"> ➤ Provision of PPE for staff where required is not in line with government guidelines 	Staff	25	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured • Those staff required to wear PPE e.g. SEND, intimate care, receiving/handling deliveries, cleaning staff, have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.(see attached posters) • PPE will be provided for staff where intimate care is required • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Staff will not be required to restrain pupils unless wearing PPE, except in emergency circumstances • Staff to wear PPE when appropriate, when in contact with parents • Staff dealing with pupils/staff with symptoms to wear PPE • Central store of PPE now well stocked and supply chain in place for weekly deliveries to maintain stock • Staff to use mobile phone, so they can request the provision of additional PPE if needed, without leaving their bubble 	15
Educational visits	Children / Staff	25	<ul style="list-style-type: none"> • Educational visits to be suspended until further notice 	3

Minibus use	Children / Staff	25	<ul style="list-style-type: none"> Minibus use to be suspended until further notice 	3
<p>Administration of first aid</p> <ul style="list-style-type: none"> The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk 	Children / Staff	9	<ul style="list-style-type: none"> Only qualified staff are to administer first aid First Aid certificates extended for three months Addendum to Safeguarding Policy updated to reflect latest DfE guidance (see CES Policy Review) DSL and Deputy DSLs are available on site and remotely First aid staff should wash hands prior to and after administering first aid. Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: <ul style="list-style-type: none"> Disposable gloves Aprons Masks Face shields Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. (See guidance re Donning/Doffing of PPE). None disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker. First aid box stocks to be maintained by Lead First Aider, LB. 	3
<p>Administration of medication</p> <ul style="list-style-type: none"> Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them 	Children / Staff	12	<ul style="list-style-type: none"> To be reviewed once pupil groups have been confirmed. (Number of pupils requiring medication likely to be low as they may fit into the higher risk category). Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. Schools have a regularly updated register of pupils with underlying health conditions. 	6
<p>Expectations of Behaviour</p> <ul style="list-style-type: none"> Pupils' behaviour on 	Children / Staff	8	<ul style="list-style-type: none"> Known traits and considerations to be shared with staff Where physical contact has occurred all parties should wash 	4

return to school does not comply with social distancing guidance			<p>hands and any other exposed areas as necessary.</p> <ul style="list-style-type: none"> • Revised behaviour expectations to be discussed with children on return to school. (see DfE Guidance 'Planning Guide for Primary Schools' Updated 25 May 2020) • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For EYs/KS1 children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger children have been agreed and staff are clear on expectations • Curriculum adapted to include information about social distancing (age appropriate) 	
High levels of student anxiety	Children	25	<ul style="list-style-type: none"> • Children to be made aware in advance that school will not be operating under its normal format. • Concerns to be raised with staff so that bespoke support can be provided. • Staff should be mindful when using PPE that their appearance may make children feel uneasy. 	6

			<ul style="list-style-type: none"> • Vulnerable children who are at a higher risk to be identified and given special consideration. • Bereavement counselling to be provided on a bespoke basis (The Road Centre). • Curriculum activities to include age appropriate PSHE information about the pandemic situation • Resources/websites to support pupils' well-being are provided 	
<p>High levels of staff anxiety</p> <p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	Staff	25	<ul style="list-style-type: none"> • Staff to advise LT of any concerns they may have. All concerns will be dealt with on a confidential basis. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP / consultant / midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. • Staff to be made aware of support networks available to them by LT e.g Public Health England, Education Mutual (Staff Absence Insurance Policy Provider) • Bereavement counselling to be provided on a bespoke basis 	6

Communication				
Governance and Policy ➤ Governors are not fully informed or involved in making key decisions	GB/LT	25	<ul style="list-style-type: none"> FGB Meeting 11.6.20 – see Agenda and Documents for consideration 	9
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Children / Parents / Staff / Governors	25	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Staff Pupils Parents Governors Local Authority Trade Unions Professional associations Diocese Regular HT letters to families and staff HT in regular contact with LA and Catholic Cluster - feedback is provided to staff <p>(Website, Letters, Texts, Emails, Class Dojo, Zoom, Telephone)</p>	9
Staff are not trained in new procedures, leading to risks to health	Staff	25	<p>Induction and CPD programmes are in operation for all staff prior to reopening, and include:</p> <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding <p>Risk management Staff induction will take place wb 1/8.6.20, before children start, and for other year groups as they return</p>	9
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Parents	25	<ul style="list-style-type: none"> Key messages in line with government guidance and specific local authority guidance are reinforced on a weekly basis via email, text and the school's website. Letters sent regularly 	9
Review of fire procedures				

<p>Fire procedures are not appropriate to cover new arrangements</p> <p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>Children / Staff</p>	<p>20</p>	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Plans for fire evacuation drills are in place which are in line with social distancing measures 	<p>10</p>
<p>Risks to Facility Services staff</p>			<ul style="list-style-type: none"> • Risk assessments to be conducted by Facility Services staff Received by email 8.6.20 	