

# COVID 19 Risk Assessment – January 2021



<b>School:</b>	<b>Our Lady of Perpetual Succour</b>
<b>Assessor:</b>	<b>P McGuffie, H Donnelly &amp; A Heston</b>
<b>Date:</b>	<b>24.02.2021</b>
<b>Review Date:</b>	<b>19.04.2021</b>

**Please transfer any negative answers onto the Risk Assessment Proforma to show actions**

**Internal:**

<b>Entering and leaving school/rooms/areas</b>	<b>Yes / No / N/A</b>	<b>Systems in place / proposed to manage risk.</b>
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>New updated parent protocol has been sent out to parents for them to sign as well as an overview letter reminding them of social distancing rules, wearing masks, routines etc.</b>
Has a deep clean taken place over the Spring half term on site before reopening?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Cleaners have been in to clean and all areas fogged by the Maintenance officer.</b>
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? <b>Is the use of public transport discouraged where possible?</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings? Have specified entrances/exits been allocated to specific groups? Are floor markings visible to reduce any possible queuing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Mr Crawley, Mrs Heston and Mrs McGuffie to remain on the yard or gate to supervise morning and afternoon to ensure the same routines as previous are maintained.</b> <b>Floor markings are outside of the main office area and Reception class area.</b>
Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Each class have been assigned their own entry and exit point, which has been communicated to parents in a letter and updated parent protocol. Staff will also</b>

		be around to guide into the correct direction if needed.
Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Teachers and Teaching Assistants are at the door each morning and afternoon, therefore able to remind people of social distancing, if needed. However, this is rarely needed at the moment as the majority of parents abide by the social distancing rules.</b>
Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Corridors have been divided into 2 and staff and children have been informed that the new way of moving around school is now to keep to the left. We also have 2m social distancing signs on the floors as a reminder.</b>
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Sneeze screen has been erected in Reception area. Glass doors can also remain closed and allows a 2 metre distance between the visitor and Office staff. Staff have been advised to wear face masks in the office area. (not face shields)</b>
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Chairs have been removed from the Reception area. Sofa outside HTs room has been removed and stored away. 2 chairs (which can be easily wiped) have replaced sofa.</b>
For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR?  If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?  <b>If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Staff to continue to use as they can use their ID cards, which do not touch the digital system.  Use GDPR signing in book for visitors. (Books that we used prior to the installation of the digital system.</b>

Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Yes, as signage is up to remind about social distancing also Parent protocol encourages parents to contact school through email or phone calls to avoid the amount of parents needed to speak directly with staff.</b>
Are foyer areas marked for social distancing and displaying relevant signage/posters?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Up on glass door, and in the Reception area, so can be easily read.</b>
Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Yes, by front door. Checked and replenished daily by the maintenance officer.</b>
<b>Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school?</b>  <b>Has it been clearly communicated?</b>  <b>Is handwashing immediately instructed after removing the face covering?</b>  <b>Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See Donning and Doffing posters around school. First Aid policy and PPE Policy</b>  <b>Disabled toilet area, which is straight off the Reception area, has been identified as the designated area for people to be able to hand wash. There is a designated bin with plastic bags provided to dispose of items before placing in the main bin.</b>
Are procedures in place to allow emergency contractors to access the site safely?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Directed by the Office Manager and Maintenance Officer after completing the track and trace form.</b>
Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Due to the staggered start and end times to the day, alongside each classes own entrance/exits, this allows parents to remain effectively distanced in their areas.</b>
Are staff advised to delay departure from school to avoid congestion with parents/pupils?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Staff have been reminded in School Opening, March update letter.</b>
<b>Hygiene/Social Distancing</b>		
Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? <b>Are the new procedures</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See updated Behaviour Policy</b>

<p><b>clearly outlined in the school's 'Behaviour Policy'?</b></p> <p>Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children <b>and children with complex needs</b> has this been actioned by age-appropriate methods such as stories and games?</p> <p><b>To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?</b></p> <p><b>Smaller groups could ultimately lead to less persons being required to isolate.</b></p> <p>Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?</p>		<p><b>Signage is up and around all areas of school</b></p> <p><b>Yes, see EYFS, KS1 planning.</b></p> <p><b>Yes, due to the number of available rooms in the school, we need to keep the groups/ bubbles to 30.</b></p> <p><b>3 outdoor sinks have now been installed (Reception area, Infant yard and Junior yard)</b></p> <p><b>HLTA, no longer covers PPA in all classes, this is to reduce movement from bubble to bubble. Therefore, class TAs have agreed to cover the teachers PPA with the exception of Reception class, where SENCo will continue to cover Reception teacher.</b></p> <p><b>Staff Code of Conduct resent and signed off.</b></p>
<p><b>Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?</b></p> <p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> <p><b>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>These are kept up to date by the maintenance officer.</b></p> <p><b>See handwashing signs in all classrooms and toilet areas around school.</b></p> <p><b>3 outdoor sinks have now been installed (Reception area, Infant yard and Junior yard)</b></p> <p><b>Support assistants are available to assist these children.</b></p>
<p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p><b>Are desks placed at a distance side by side and not face to face?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Classes Year 1 to Year 6 have been arranged in rows facing forward.</b></p> <p><b>Hand sanitiser provided for each member of staff. Following H&amp;S guidance if children are to use hand sanitiser then they must bring their own in from home.</b></p> <p><b>Maintenance officer completes the classroom risk</b></p>

		<b>assessments on a regular basis.</b>
<p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Any spare desks have been removed. Remainder of desks have been re-arranged in straight lines, to avoid children having to sit face to face.</b></p> <p><b>All fabric chairs have been removed and stored away with the exception of one in some classes which is the teachers chair, and only the teacher will be using this. In the staffroom all staff have chosen their own designated chair which is socially distanced.</b></p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions?</p> <p>Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>School building only has library, resource room, IT room and Nurture room spare. Resource room is currently storing all spare furniture and soft furnishings, Nurture room has been designated as the holding bay should a child be ill and needs to be isolated from the rest of the school, library is for interventions (also over flow for staff ) and IT room is for Y6 to be taught by SENDco, each morning</b></p>
<p>Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?</p> <p><b>Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?</b></p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Fabric chairs in staffroom not removed, but each member of staff will sit on their own chair, which allows for social distancing, during the time slot they have been allocated. All staff have been briefed on use of the staff room and 'Principles for staff' and have signed a new COVID staff code of conduct.</b></p> <p><b>Overflow area has been made in one area of the library too.</b></p> <p><b>Staff can also use the garden area (if weather permits)</b></p>
<p>Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular handwashing?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>See Updated Staff Principles and signage.</b></p>
<p>Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>Reminders from staff when the children return to school.</b></p>
<p>To reduce movement around the school are groups encouraged to stay</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?		<b>Staff and children to remain in their own bubble and area of the school, for lessons, lunchtimes and playtimes. Ensuring that bubbles do not cross.</b>
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Organised and monitored by maintenance officer.</b>
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Daily cleaning checklist provided and monitored by maintenance officer.</b>
Are there cleaning schedules in place for all I.T. equipment before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>All staff members wipe down before and after use with anti-bacterial wipes.</b>
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Monitored and replenished by maintenance officer and office manager.</b>
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Yes, it can be by either maintenance officer or school staff. School also now has the use of a fogging machine.</b>
Is there a facility to have a standby/all day cleaner?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>This will be our maintenance officer, as he already has cleaning as part of his duties.</b>
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?  If I.T. suites are in use are appropriate cleaning measures in place?  Are tablets, iPads cleaned before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Yes, extra laundry bags have been purchased to aid in the cleaning of toys.</b>  <b>Staff to wipe down computers after use.</b>  <b>Teachers have been advised to wipe iPads both before and after use.</b>
Have non washable toys/items been removed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>These have been stored away on the resource room</b>
Will children be instructed not to bring items back and to from home to school i.e. toys etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Individual boxes have been purchased for all children to store their own pens, pencils etc.</b>

<p><b>Are they encouraged to only bring in essential items i.e. lunch box, bag etc?</b></p>		<p>Only lunch boxes, water bottles, reading books and PE kits are to be brought in. Parents have been informed that they cannot send sweets/ birthday cakes.</p>
<p>Have children been allocated their own personal desk?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children will have their own desk area in class. Packed lunch children also have to remain at this desk at lunchtime.</p>
<p>Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?</p> <p><b>Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Individual boxes have been purchased for all children to store their own pens, pencils etc.</p> <p>Reading books are to be divided into 2 groups, so when they come back they are left for 72 hours before being sent home again.</p>
<p>Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it?</p> <p>Encourage handwashing?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Constant reminders of 'catch it, bin it, kill it' and increased handwashing for all children throughout the day. Signage is also up around school.</p> <p>3 outdoor sinks have now been installed (Reception area, Infant yard and Junior yard)</p>
<p>Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?</p> <p><b>If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air?</b></p> <p><b>Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Maintenance officer opens windows in each room, first thing every morning, when he opens and prepares the school as part of his daily routine. Classroom doors are also to be left open if possible. Doors are left open when the classrooms are empty (break and lunchtimes) to allow the room to air.</p> <p>School does not have any air conditioning.</p>
<p>Are lunch times staggered?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Reception and Y1 start lunch at 11.30am in the hall, then move to the playground at 12.pm. Y2 go out to play at 11.30am and into the hall for lunch at 12pm. At 12.10pm Y3/4 go out to play and move to the hall at 12.30pm (Y3 packed lunches go to their classroom)</p>

		Y5 and 6 in the hall at 12.10pm (Y6 packed lunch in class) and onto the playground at 12.30pm
Have classrooms been considered for use as dining areas to limit movement around school?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Some classes will have packed lunch in class. Whilst other will all go into the hall (as a bubble) due to staffing arrangements.
Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Maintenance officer has demarcated floor markings in hall, for when children are queuing. The children are reminded of this by lunch time staff. Staff to be vigilant and remind children
Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?  Is walking in single file encouraged?  Consider one way systems, walking on the left where possible?  Can corridors be divided? (not always feasible)  Can lesson changes over times be staggered?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff will be escorting children in and around the building, encouraging the children to stay in single file on the left hand side of the corridor and socially distance. There are floor signs reminding staff and children to remain 2m apart when walking in corridors.
Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools  <b>If not appropriate cleaning regimes should be implemented.</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools  <b>If not appropriate cleaning regimes should be implemented.</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
Are extra cleaning procedures in place for dining hall furniture before and after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cook to ensure this is done on a daily basis.
Are dining room chairs spaced appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Less children will be eating in the hall. Tables are

		arranged in bubbles, with sufficient gap between other bubbles and the use of a Perspex screen.
Are pupils instructed not to share food i.e. children bringing in their own?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff to remind children not to share food with each other.
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?  Have heavy use 'hot spots' been identified that may require extra servicing?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Cook to ensure that her staff increase the cleaning of the dining hall, extra cleaning has been introduced throughout the school, children's desks are cleaned before and after use when eating in the classrooms, by the mid-day assistants.
Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Monitored daily by the cook, staff now also wear masks when serving food to the children.
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Full menu available.
Are break times staggered to allow less children on playgrounds/areas?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Reception and Y1 on Infant yard at 10.00am Y2 on Infant yard at 10.15am Y3 and Y4 on Junior yard at 10.15am Y5 and Y6 on Junior yard at 10.30am
Are different class group's kept apart and encouraged not to mix?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Different playtimes and play areas allocated to all classes.
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See Mid-day handbook. Teaching staff will remind the children of how to play before lunch and break times.  Resources have been purchased and will be shared with children on their return to school. Each bubble has their own set of resources.
Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing <b>where possible</b> ?  <b>Where outdoor play equipment is in use is it more frequently cleaned?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Mid days have their own packs, which they wipe down after each play time.  Staff are encouraged to have the children outside as much as possible. PE equipment is wiped down before and after use. Children are also encouraged to

<p><b>During PE classes are children kept in consistent groups?</b></p> <p><b>Is outdoor PE prioritised and if not are large indoor spaces used?</b></p>		<p>remain socially distanced as much as possible during the P.E. lessons. Children will have PE lessons with their class bubble only. PE school overview has been re-arranged to ensure that each class has their own resources for each half term.</p>
<p>Will movement in general be reduced around the school/early year's settings for staff and pupils?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Timetables have been produced in order to reduce the flow of traffic around school, i.e. staggered breaks, lunchtimes, starting and leaving school. Staff have also been informed that they need to remain in class each session to reduce the movement around school.</p>
<p><b>Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Daily collective worships will now take place within each class bubble.</p>
<p>Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?</p> <p>Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>On signage, parent protocol and staff principles and COVID 19 staff conduct.</p> <p>Only essential visitors are now allowed into school, e.g. Ed Psych, social workers, contractors. Visitor RA is also provided prior to their visit and on entry they complete a track and trace form.</p>
<p>Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Nurture room (Ladymeade Room)</p>
<p>Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?</p> <p>Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?</p> <p>Have staff been instructed on how to correctly wear PPE i.e. donning and doffing (<b>see schools H &amp; S website for training resources</b>)?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>PPE available and stocked in Navrongo room and Ladymeade Room. There are also Emergency grab bags prepared (if needed).</p> <p>Posters up in school demonstrating doffing and donning, these have also been emailed out to all staff.</p> <p>A one page flow chart has been produced and shared with all staff on steps to take in the event of a person displaying COVID 19 symptoms, this includes the</p>

Are staff aware of how to safely dispose of PPE ( <b>double bagged, stored for 72 hours then disposed of</b> )?		<b>double bagging, storing and disposing of PPE.</b>
Are arrangements in place to have the separation areas thoroughly cleaned after use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Maintenance officer to carry out duties, use of a fogging machine.</b>
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See Staff Principles, Staff COVID 19 Code of Conduct and handwashing signs displayed in all toilets and classrooms. Handwashing- paper towels replenished on a daily basis, also hand sanitiser available in school when needed.</b>
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?  Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Letter sent to parents. Updated parent protocol, Staff Principles and Staff COVID 19 Code of Conduct.  Regular updates to staff through emails, briefing and staff meetings.</b>
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>PPE in stock to use when needed. Admin assistant to check stocks on a monthly basis and re-order if necessary.</b>
Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?  Is PPE available and disposed of correctly along with soiled items?  Are changing beds/facilities cleaned before and after use?  Are pregnant or vulnerable staff avoiding such activities?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>At the moment there is no one with these needs. However, we do have PPE in stock should we need it. The disabled toilet outside the staffroom will be the allocated space if needed.</b>
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks,	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Stock stored by the maintenance officer who over sees the cleaners. PPE also available in Navrongo</b>

<p>eye protection, aprons, gloves?</p>		<p><b>room and Ladymeade room (if needed)</b>  <b>Admin assistant to check stocks on a monthly basis and re-order if necessary.</b></p>
<p><b>Are there sufficient handwashing stations in preparation for the increase in pupil numbers?</b></p> <p>Does the school hold sufficient stocks of handwashing materials?</p> <p><b>If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts?</b></p> <p><b>Consider skin friendly cleaning wipes as an alternative?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>All classrooms have their own sink area, as well as toilet areas situated just outside of their classrooms.</b></p> <p><b>Hand sanitiser is not used for children, only if their parents provide it.</b></p> <p><b>Stock is checked regularly and re ordered when needed by the maintenance officer.</b></p> <p><b>3 outdoor sinks have now been installed (Reception area, Infant yard and Junior yard)</b></p>
<p>Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>This is done twice a day by the maintenance officer and cleaners. If needed, then staff will speak to him to replenish.</b></p>
<p>Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See Principles for staff, Staff COVID 19 code of conduct, signs around school.</b></p>
<p>Are pupils encouraged to wash hands before and after breaks/lunches?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Yes, this is completed by teachers and mid-day assistants. Guidance has also been shared with staff on frequency of hand washing.</b></p>
<p>Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?</p> <p>Are toilets cleaned regularly?</p> <p>Are bins emptied regularly?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Children reminded of card system to ensure that they wait outside the toilet area if it is occupied. Staff to ensure this is adhered to.</b></p> <p><b>Toilets are cleaned several times throughout the day and more often if needed.</b></p> <p><b>Maintenance officer to complete a check list when toilets have been cleaned throughout the day.</b></p>

Are pupil handwashing areas supervised? Is hand sanitiser required?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Staff supervise the handwashing areas in class, more so for the younger children. Hand sanitiser is not required in school for the children.
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	School does not have any shared water fountains.
<b>Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	As a school we have not greeted children with a handshake previously so the same procedures of welcoming the children or each other by our names will continue.
<b>Are staff / pupils advised to cover any cuts or wounds?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See staff principles
Any other hazards?  No		

<b>Fire/ Emergency Incidents and Building Issues</b>	<b>Yes / No / N/A</b>	<b>If No, describe issue</b>
Has the full site fire risk assessment been reviewed?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Completed by external agency on 7 <sup>th</sup> May 2020
Have fire evacuation plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See Updated Fire Procedures
Has the reviewed fire evacuation plan been put into practice adhering to social distancing <b>where possible</b> ?  Are incident controllers/fire marshals aware of new procedures?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See Updated Fire Procedures which have been shared with staff.  No issues, staff and children knew exactly what to do. Carried out Dec 2020
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See updated copy which has been shared with staff.
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing <b>where possible</b> ?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Carry out in Summer term, when children are back from Lockdown
Do the reviewed plans reflect and allow for effective social distancing	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See plans

<b>where possible?</b>		
Have extra muster points been allocated to allow for social distancing <b>where possible?</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>Not needed as the space on the field/ or playground is sufficient to hold all, even with social distancing.</b>
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See Continuity plan</b>
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Shared with staff and discussed in socially distanced staff meeting 01.06.20 and 02.12.2020</b> <b>Maintenance officer will inform contractors if needed. Office manager will inform allowable visitors.</b>
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See updated Fire Plan procedures. In the event of a fire, all bubbles will leave their classrooms from the fire exit door which leads directly out of the building. Every staff member knows to close the classroom door on exit.</b>
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Completed by maintenance officer on a weekly basis, and by qualified electrician on a termly basis.</b>
<b>As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Completed by maintenance officer</b>
Any other hazards? No		

General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See completed RA
Have environmental risk assessments been reviewed?  Have they been communicated to staff?  Have you considered; <ol style="list-style-type: none"> <li>1. Access/egress?</li> <li>2. Movement around school/early years setting?</li> <li>3. Break times/lunch times/lesson changes?</li> <li>4. Toileting?</li> <li>5. Location of hand sanitisers?</li> <li>6. Signage?</li> <li>7. First Aid rooms?</li> <li>8. Sensory rooms?</li> <li>9. Intimate care rooms?</li> <li><b>10. COVID Isolation room and bathroom facilities?</b></li> <li>11. Kitchens</li> <li>12. Dining rooms</li> <li>13. Halls/gyms</li> <li>14. Science and DT area?</li> </ol>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See Action plan Completed new RA for Spring term
Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>COVID health &amp; safety check successfully completed by Colin Hill on 24<sup>th</sup> October 2020</b> <b>Headteacher and Maintenance officer completed a new one for the spring term</b>
Have vulnerable staff been identified <b>who will require a specific personal risk assessment?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	R.A carried out on 2 members of staff. To be reviewed regularly.

<p><b>Have appropriate control measures been implemented?</b></p> <p><b>Is a risk assessment action plan in place and regularly reviewed?</b></p>		<p><b>Completed new RA for 2 members of staff</b></p>
<p>Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See completed RAs</b></p>
<p>Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?</p> <p>Has your staff handbook/induction process been reviewed to reflect the current situation?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Staff are kept up to date through email, when required, to avoid having to meet as we did previously for our weekly briefing (before COVID 19).</b></p> <p><b>See staff handbook and staff induction pack. Send updated RA to staff and ask for their feedback, maintain open dialogue and discussion with all staff.</b></p>
<p>Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Maintenance officer keeps written records of checks.</b></p>
<p>Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>The maintenance officer will liaise with them and get them to sign a Contractor/ Visitor protocol form. Also to complete track and trace form.</b></p>
<p>Are there sufficient first aiders on site?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>4 Paediatric First aiders, all other staff have completed online First Aid course delivered by Educare.</b></p> <p><b>2 staff are waiting to be either trained or retrained.</b></p>

In the event of first aid being required and social distancing not possible is there correct PPE provision?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Grab bags prepared and stored in Navrongo and Ladymeade.</b>
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Outdoor equipment has been zoned off at the moment until further notice.</b>
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>See completed RA</b>
Does your school have a school minibus?  If so have you restricted certain seats from use to enable social distancing?	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
<b>For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1<sup>st</sup> August 2020 i.e. flexibility, remote working, alterative roles on school site?</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>RA have been regularly updated on 2 members of staff. RAs have been updated for spring term.</b>

<p><b>Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>All staff have had child bereavement training. We also have 2 members of staff who are ELSA trained and could support if needed. Mental Health First Aiders have received updated MHFA training. SENCo has attended Psychological First Aid training. (with Future Learn)</b></p>
<p><b>For schools who use volunteers for support roles, is mixing in groups kept to a minimum?</b></p> <p><b>Are they instructed to socially distance?</b></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p>	<p><b>We will not be using any volunteers until further notice.</b></p>
<p>Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?</p> <p>Are relevant communication strategies in place to keep governors informed?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>On line meetings to continue. Regular emails are sent between the head and COG, as well as weekly phone calls.</b></p>
<p><b>Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Post is left on counter away from admin clerk.</b></p>
<p>Any other hazards?</p> <p>No</p>		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	If No, describe issue
<p>To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?</p> <p>Are these groups considered when pupils are using dedicated school transport?</p> <p>Smaller groups could ultimately lead to less persons being required to isolate.</p> <p>Are records of groups and group interaction retained for 21 days or more?</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Classes to remain in bubbles.</p> <p>Unable to have bubbles smaller than 30 due to the size of the school and the lack of spare classrooms.</p> <p>Pupil attendance is recorded on SIMS Staff attendance is recorded on INVENTORY system.</p>
<p>Are records kept of all visitors/contractors to site and retained for 21 days or more?</p> <p>Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?</p> <p>Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?</p> <p>Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>Completed visitor/ contractor forms are kept by the Office Manager.</p> <p>See policies, staff principles, staff COVID code of conduct, parent protocol and visitor form.</p> <p>Parent protocol</p> <p>See Action plan, staff reminded through briefings</p>

<p><b>isolation rooms/areas in Hygiene and Social Distancing section?</b></p> <p><b>If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?</b></p> <p><b>All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.</b></p>		<p><b>To use the toilet outside the staff room. Which will then be closed off before a deep clean is carried out.</b></p>
<p><b>Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Home test kits stored in Headteachers room.</b></p>
<p><b>Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?</b></p> <p><b>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</b></p> <p><b>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See staff principles, parent, protocol, visitors form.</b></p> <p><b>PMc, HD, AH to LA who will liaise with PHE.</b></p>
<p><b>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>SMT will inform PHE and staff will follow NHS Test and Trace advice.</b></p>
<p><b>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Resources bought in and extra cleaning carried out. Fogging machine regime implemented.</b></p>
<p><b>For individuals or groups of self-isolating pupils are there remote education plans in place?</b></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Work to be uploaded onto learning platform and made live if needed. To be monitored by HD.</b></p>

		(Deputy head)
If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See updated Contingency plan.
Has the contents of this risk assessment been shared with your staff?	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Have they been involved in the preparation process?		

**Please transfer any negative answers onto the below Proforma to create your action plan**

### **Risk Assessment Proforma**

School: Our Lady of Perpetual Succour			Assessment Date: 04/01/21			
Assessor: P McGuffie, H Donnelly & A Heston			Review Date:			
HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing <b>where possible?</b>	1	Updated plan has been shared with all staff	1	To carry out a practise Bomb threat evacuation procedure	July 21	July 21

## Risk Assessment Key

### Likelihood

Probable = 3

Possible = 2

Unlikely = 1

### Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

### **Likelihood x Severity = Risk Ranking**

### Actions Required based on Risk Ranking

<b>Score</b>	<b>Rating</b>	<b>Actions Required</b>
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

### Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	July 2020	July 2020	Document created	LPR