

## MASTER Risk Assessment – Reception and Nursery Sept 2020

<b>Location / Site</b>	ST. LUKE'S CE SCHOOL
<b>Activity / Procedure</b>	Reception and Nursery September
<b>Assessment date</b>	2.9.20
<b>Assessment serial number</b>	Version 3
<b>Identify people at risk</b>	Risk higher initially as whole school returning / review after two weeks
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>YES</b>

Red texts are control measures from Government Guidance

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Lack of social distancing in phase bubble</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Phase max size 45chn ( Nursery max 30 per session)</li> <li>2. Children to work within Nursery or in phase bubbles</li> <li>3. Children not encouraged to wear masks if they wish but must be responsible for them (see HT</li> <li>4. Staff to wear masks or a visor when teaching, if needed</li> <li>5. Social distancing charter around school – (Include instructions use of toilet, moving around the school etc)</li> <li>6. Charter re-visited and modelled and linked to school behaviour system</li> <li>7. Children isolated if cannot adhere to phase bubble rules</li> <li>8. Marking, including peer marking can take place in the lesson</li> <li>9. <span style="color: red;">When moving classrooms children to hand sanitise regularly – adults to supervise</span></li> <li>10. <span style="color: red;">Teacher and LSA are assigned to these phase bubbles and stay with these children (were possible)</span></li> <li>11. <span style="color: red;">Children stay in the phase bubbles for majority of the day and not mix with other groups</span></li> <li>12. Bags, coats and lunchboxes on pegs</li> <li>13. Staff outside of bubble to wear masks/visors and sanitise when entering different rooms</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk with whole school returning	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Toilets used within phase bubbles</li> <li>2. Children to have initial supervision (to be reviewed, depends on need/age)</li> <li>3. Allocated toilets for Reception children</li> <li>4. Hand gel used before leaving class, again after toilet use as well as washing hands</li> <li>5. Alcohol gel on entry back to class</li> <li>6. Extra Signs in toilet re washing hands</li> <li>7. Adult to regularly wipe door handle inside and out / tap too</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing waiting to enter classroom in morning</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Not expected to distance but reminders given,</li> <li>2. Phase bubbles staggered starts. Parents maintain 2m (not stand with them)</li> <li>3. Allocated time and space for each bubble to arrive</li> <li>4. Face coverings individual choice when on school when dropping off and picking up</li> <li>5. Instructions shared re social distancing between families in the morning with parents and children</li> <li>6. Signage for parents and children displayed outside the classroom</li> <li>7. SLT to be on duty to supervise</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staggered playtimes for phase bubbles</li> <li>2. Playtime equipment in phase bubbles (no football due to space)</li> <li>3. Games discussed which encourage social distancing – football passing if on field, catch etc</li> <li>4. Staff supervision throughout – actively encouraging social distancing</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children with packed lunch to eat in their classrooms or outside</li> <li>2. UIFSM &amp; FSM hot meal and infant universal hot meals (Reception sitting and 1/2 sitting)</li> <li>3. Separate entrance and exits for all</li> <li>4. Nursery eating in Nursery space</li> <li>5. Clean down system in place for hall after use and after each phase</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door</li> <li>2. Staff to wear/visor in communal areas</li> <li>3. One child from each class going to toilet at one time</li> </ol>			

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<ol style="list-style-type: none"> <li>4. Messages to office via walkie-talkies</li> <li>5. Agree instructions with children concerning going and returning to toilet</li> <li>6. When moving class around the school – phase bubbles to move together</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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**Contact of shared resources** resulting in indirect transmission of the virus

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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1. Children provided shared resources within their bubble (these will be cleaned at the end of each day) in EYFS
2. Resources washed in safe cleaning solution each day and left to dry
3. Tables, door handles and other surfaces cleaned with safe cleaning solution every day
4. Resources on tables ready for lesson and where possible not distributed within the lesson
5. Children encouraged to wash hands / use hand gel before lessons and after each lesson
6. Track and trace procedures followed if a child is unwell or tests positive

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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**Emotional distress of the children**

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
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1. Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance
2. Continue with positive staff ratio
3. Practical social distancing and hygiene for emotional support (masks available)
4. PHSCE & CC curriculum to be delivered for first four to six weeks to support children's well-being – slowly increasing the cognitive load

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting in phase bubbles or hall at first day back</li> <li>3. Masks and visors available</li> <li>4. Sharing of support helplines – HCC and others</li> <li>5. At least one SLT member of staff on site every day to share concerns with</li> <li>6. Risk assessments reviewed after day one, week one and as required after that – this is flexible</li> <li>7. Designated “staff areas” areas for different groups of staff – maybe rota for same area</li> <li>8. <b>Extremely vulnerable staff (Shielding) work from home if local lockdown advised</b></li> <li>9. <b>Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place – review as possible</b></li> <li>10. Track and trace system in place in staff member falls ill or is tested positive</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM* initially higher</b>	<b>LOW** review</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Use guidance and school policies to direct</li> <li>2. As per guidance if vulnerable children cannot manage setting safely, they are safer at home.</li> <li>3. Masks available if needed – N95 grade and instructions from PHE re cleaning</li> <li>4. Intimate care and First aid – PPE to be worn</li> <li>5. Reduced timetable / exclusion / considered if necessary if children are acting in a way putting pupils and/or staff at risk ** linked to point 2</li> </ol> <p><b>Pls note the Government guidance states “Wearing face coverings or face masks are not recommended”</b></p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Hand gel dispenser inside of all classrooms - One by each door</li> <li>2. Hand gel order in large quantities</li> <li>3. Extra soap dispensers and re-fills in each classroom</li> <li>4. 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</li> <li>5. Washing hands posters replaced in all washing areas</li> <li>6. Reminders how to wash hands properly – videos and posters</li> <li>7. Procedure agreed for children to wash hands so thorough hand washing</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>2. PPE will be worn by all cleaning staff</li> <li>3. Some resources may be rotated and left to de-contaminate for 48 hours to reduce the risk of indirect transmission</li> <li>4. Deep cleaning of classrooms before re-opening</li> <li>5. Communal areas used as a minimum</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY**

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Follow four tier guidance</li> <li>2. Follow track and trace procedures – if a child or staff member falls ill or is tested positive. School to contact PHE and follow advice given</li> <li>3. Those who are vulnerable – to adhere to strict 2m social distancing from adults/children.</li> <li>4. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</li> <li>5. Any staff suspected to contact school and be tested that day advising SLT – appropriate measures will be taken</li> <li>6. Any visitors to wear masks, parents attending to sign track and trace sheet and must wear a mask</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Assessor's comments</b>		A mixture of medium and high risks throughout averaging at a medium risk.	

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
<b>Amanda Butler Charlotte Watson</b>		<b>8<sup>th</sup> July 2020 31<sup>st</sup> August 2020 2<sup>nd</sup> Sept 2020</b>
<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion	

Reviewed 08.07.20 by AB and CR  
 Reviewed 31.8.20 AB  
 Reviewed 2.9.20 AB