

MASTER Risk Assessment – Yr1-6 September 2020
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Location / Site	ST. LUKE'S CE SCHOOL
Activity / Procedure	Whole school September (1-6)
Assessment date	2.9.20
Assessment serial number	Version 3
Identify people at risk	Risk initially higher due to whole school returning / review wk 3
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Red texts are control measures from Government Guidance

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in phase bubble resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Classes will be a max of 30 but phases will be max of three classes (90) 2. Children to work within classes and phase bubbles – vertically grouped year groups 3. Social distancing charter around school – (Include instructions use of toilet, moving around the school etc) 4. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 5. Children isolated if cannot adhere to phase bubble rules 6. Marking, including peer marking can take place in the lesson (gloves not required) 7. Children to use same desk in each classroom (where possible) Equipment can be shared 8. When moving classrooms children to hand sanitise on entrance 9. Teacher and LSA are assigned to these phase bubbles and stay with these children (where possible) 10. Children stay in the phase bubbles for majority of the day and not mix with other groups 11. Bags, coats and lunchboxes in children lockers / pegs 12. Masks/visors to be worn by staff entering non-phase bubbles and in communal areas 13. Children can wear masks if they wish but not advised, they must be responsible for them 			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Toilets used within phase bubbles 2. Yr3-6 not require an adult but need to knock and check empty cubicle if not they must wait outside) 3. Yr 1-2 to have initial supervision (to be reviewed) 4. Allocated toilets for different phase bubbles 5. Hand gel used before leaving class, again after toilet use as well as washing hands – all doors 6. Alcohol gel on entry back to class 7. Extra Signs in toilet re washing hands 8. Extra soap ordered to ensure we do not run out 9. Adult to regularly wipe door handle inside and out 10. Regular reminders in place 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. House bubbles staggered starts/ bubbles rolling start and parents maintain 2m (not stand with them) Markers out for parents to wait at (SLT and staff to ensure this happens) 2. Masks / visors when on playground – to be reviewed 3. Allocated time and space for each bubble to arrive 4. Face coverings individual choice when on school when dropping off and picking up 5. Instructions shared re social distancing between families in the morning with parents and children 6. Signage for parents and children displayed outside the classroom 7. SLT to be on duty to supervise 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes for phase bubbles 2. Playtime equipment in phase bubbles (no football) 3. Separate sittings at lunch time – cleaning in between 4. Games discussed which encourage social distancing – football passing if on field, catch etc 5. Staff supervision throughout – actively encouraging social distancing 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children with packed lunch to eat in their classrooms or outside 2. FSM to receive hot meal and infant universal hot meals (separate sittings) 3. Separate entrance and exits for all children 4. KS2 email home to suggest preference for packed lunch – but meals if preferred 5. Two separate sittings and separate sides – clean in between / 5 min gap at least 6. Staff to supervise corridors to limit any mixing of phase groups 7. Staff to serve chn – review whether 5/6 collect from counter 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. One child from each class going to toilet at one time – name on class board 3. Messages to office via walkie-talkies 4. Agree instructions with children concerning going and returning to toilet 5. When moving class around the school – phase bubbles to move together 6. Staff to use walkie talkies to advise of messages or child illness 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children provided shared resources per table (these will be cleaned at the end of each day) 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. Lessons planned so resources can be used per table and not shared outside of phases 5. Resources on tables ready for lesson and where possible not distributed within the lesson 6. Children encouraged to wash hands / use hand gel before lessons and after each lesson 7. Hand gel by each door 8. Children can share resources in phase rooms 9. Marking okay – sanitise regularly – gloves not needed 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have class teacher and TA (if possible under vulnerable staff guidance) 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 5. Assemblies to continue as zoom 6. Interventions and enrichment focus groups to restart 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting in phase bubbles or hall at first day back 3. Sharing of support helplines – HCC and others 4. Masks and visors encouraged – all to be used when in non-bubble areas 5. At least one SLT member of staff on site every day to share concerns with 6. Risk assessments reviewed after day one, week one and as required after that – this is flexible 7. Designated “staff areas” areas for different groups of staff – maybe rota for same area 8. Extremely vulnerable staff (Shielding) work from home if local lockdown advised 9. 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 10. Track and trace in place re sickness and positive results – HT to call PHE as per guidance 11. School to also advise RBWM 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM* initially higher	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Use guidance and school policies to direct 2. Follow PHE guidance regarding track and trace if required 3. As per guidance if vulnerable children cannot manage setting safely, they are safer at home. 4. Masks available if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals 5. First Aid and Intimate Care – staff to use PPE and dispose after 6. Children to stay in pagoda area with staff member whilst waiting to go home 7. Aprons available, extra gloves and visors for intimate care or FA 8. Reduced timetable / exclusion / considered if necessary if children are acting in a way putting pupils and/or staff at risk ** linked to point 2 <p>Pls note the Government guidance states “Wearing face coverings or face masks are not recommended”</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

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

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Follow new four tier process – DfE guidance 2. Track and trace in place for those falling ill or testing positive – PHE to be contacted 3. Those who are vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 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. 5. Any staff suspected to contact school and be tested that day advising SLT – appropriate measures will be taken 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

ST. LUKE'S CE PRIMARY SCHOOL HEALTH & SAFETY

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			
Medium risks throughout as school opening now involves full classes.			

Name of assessor	Signature of assessor	Date
Amanda Butler Charlotte Watson		9th July 2020
Risk assessment reviews	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