

SACRED HEART CATHOLIC PRIMARY SCHOOL HEALTH & SAFETY

Risk Assessment

Location / Site	Insert location and site where activity taking place
SACRED HEART PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Full opening of schools March 2021	
Assessment date	Insert date when assessment is being carried out
23.2.2021	
Extracts taken Government guidance updated Feb 2021	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance for schools states:

From March 8th, the expectation is that ALL pupils will return to school full time.

For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people. There are no plans at present to reimburse additional costs incurred as part of that process.

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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	
1. Lack of social distancing in the classroom 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	
<p>Prevention You must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection You must always:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
<p align="center">2. Lack of social distancing using toilets/shared spaces</p> <p align="center">3. Poor hygiene resulting in direct and indirect transmission of the virus</p>			
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	
<p>2. Maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet <p>3. ensure that pupils/staff clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</p> <p>Make sure enough tissues and bins are available to support pupils and staff to follow this routine</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
<p>4. Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time</p>			
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. Markers outside the classrooms for the children and parents to wait - 1 metre apart 2. Allocated gates for year groups to enter/leave from 3. Instructions shared re social distancing between families in the morning with parents and children 4. Signage for parents and children displayed outside the classroom/on school gates 5. Staggered drop off and pick up times for different year groups 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
5. 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. Allocated play areas for separate class bubbles 2. Games discussed which encourage social distancing - football passing, catch etc 3. Children taught different games to play that encourage distance from each other (reinforced during PE sessions) 4. Staff supervision throughout - actively encouraging and insisting on social distancing 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
5. 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. Limit the number of children using the dining hall at any one time 2. Children to dine within own class bubbles with social distancing between different classes in place 3. Limit the movement of children in the dining hall- 4. allocated play areas for each class 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
<p>6. Children from different year groups mixing in corridors whilst moving around the school.</p> <p>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p>			
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 going to toilet at one time from each year group 3. Messages to office via internal phone system/walkie talkies 4. Staff timetable use of shared teaching spaces to maximise the distance between each other (ensuring thorough cleaning between use) 5. Agree instructions with children concerning going and returning to toilet 6. Collection of resources to be timetabled (ie laptops) -cleaned using wipes between use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
<p align="center">7. Lack of social distancing during assemblies, masses, hymn practises etc and additional risk posed by singing and playing of brass/wind instruments</p> <p><i>You should avoid large gatherings such as assemblies or collective worship with more than one group.</i></p> <p><i>When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk,</i></p> <p><i>Avoid creating busy corridors, entrances and exits. Make sure you allow time for cleaning surfaces in the dining hall between groups.</i></p> <p><i>You should also plan how shared staff spaces are set up and used to help staff to distance from each other</i></p>			
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. HT to share in communication with all members of the school community that face to face whole school social gatherings such as assemblies, masses, hymn practises, sports day and SHiP events will not take place until further notice. 2. Masses/acts of collective worship may still be celebrated within class groups. 3. Hymn practises, the school choir & brass lessons will be temporarily suspended until there is a change in guidance. Drumming/guitar lessons will continue. 			
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	
<p>8. Contact of shared resources resulting in indirect transmission of the virus</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals 			
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	
<ul style="list-style-type: none"> • Recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. • Homework will be sent electronically with answers also sent home, reducing the need for staff to handle homework books. Paper copies will be provided for those with limited access to technology. • Children's reading books can be brought from home to school as staff will not be handling these. • Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 			
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	
<p>9. Safeguarding, Mental health and well-being - pupils and staff</p> <p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. (pg44)</p>			
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. Use of PP (and/or additional) funding to ensure continued access to school counsellor 2. Use of parish priest to support pastoral focus 3. Inset time used for teacher to access MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. 4. Work with school nursing services to support the health and wellbeing of pupils 5. Invest in more PSHE resource materials to support issues 6. Use of social stories to support transition 7. Work with OCC Communication & Interaction Team to seek specialist advice/support where needed. 8. Time for staff to see school counsellor or referral to Occupational Health where needed 9. Preservation of staff PPA time 10. Continue allocation of time for DSL & DDSL to meet to focus on safeguarding needs 11. Regular Updates all staff Safeguarding/mental health and well being 			
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	
<p>10. Emotional distress of the staff - including anxiety</p> <p>School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide</p>			

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the necessary reassurance for staff to attend school. (pg25)

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place. (pg25)

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 time used to discuss concerns and shared control measures 3. Sharing of support helplines - HCC and others 4. Risk assessments reviewed and shared regularly 5. Separate risk assessment for vulnerable staff 6. Make time with school counsellor available to all staff 7. PPA time 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
<p>11. Risk of adults spreading virus due to close contact with children/other staff</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs.</p> <p>Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible.</p>			
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. PPE Equipment available for use in suspected cases or where staff/children wish to wear it. 2. Encourage adults to keep distance where possible 3. Encourage staff to minimise contact with each other and limit the use of the staff room 4. Staff meetings/training to be flexible and carried out virtually if distancing cannot be accommodated. 5. Limit number of visitors on school site where possible Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff(pg37) 6. Prevention protocols followed as outlined above 7. Promote and engage in asymptomatic testing. Staff encouraged to test twice weekly using LFD 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
12. Risk of adults 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
<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. Hand gel available in all classrooms 2. Regular checks throughout the day to ensure soap is in the dispensers 3. Children/staff to use 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. Additional tissues in classrooms - 'catch it. bin it. kill it' posters prominently displayed 8. Staff reminded of need to socially distance where able 			
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	
13. 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 throughout the day using Disinfectant 2. Cleaning staff to follow H&S guidance from Minster Cleaning Services 3. Difficult to clean resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Limit items being transferred between home and school 5. 'Quarantine' essential items (ie reading books) for 72 hours before returning to wider circulation 			

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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
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14. Risk of infection from coming in contact with a person with Covid -19

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
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Follow 'Response to any infection' protocols as set out in government guidance (pg23ff)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

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
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15. Risk of infection from external visitors (contractors/advisory agencies, parents and potential parents)

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
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All visits must be pre arranged with the school. No visitor will be permitted to enter the site without an appointment
 Visits will be carried out virtually wherever possible. Where this is not possible they will be kept as short as possible
 All visitors will be asked to use PPE wherever possible whilst they are in the building.
 Visitors will be expected to limit the pieces of equipment they bring into the school, only bringing the bare essentials for them to be able to complete the purpose of their visit.
 All visitors will be asked to wash their hands or sanitise upon arrival.
 All visitors will be asked to complete a 'Covid-19 Visitor Agreement' form to assist with test and trace procedure .(see appendix 1)

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<p>If the visit must be conducted within a room, this will take place in the HT's office which has room to socially distance as well as windows for ventilation. The room will be cleaned before and after use. External contractors will be kept to a minimum and where possible, will visit the school out of hours (after 3:30pm) If several contractors need to visit school, their visits will be staggered</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
<p>In light of the new strain of Covid-19, we await any updated guidance which will affect the control measures outlined above.</p>			

Name/role of assessor	Signature of assessor	Date
Rachel Gavin Headteacher		23.2.2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
Reviewed with governors	Review in light of any updated guidance from government and/or every month.

Appendix 1

Covid-19 Visitor agreement

Please DO NOT visit school if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a fever (above 37.8C), new, continuous cough or a loss of taste or smell within the last ten days.
- anyone in your household is required to self-isolate in accordance with Government guidelines.

Along with all members of the school community, any visitors to the School should wash their hands with soap and water before leaving home. Once you arrive at school you will be asked to sanitise your hands.

We are asking all visitors to wear a mask or face covering whilst they are in the building.

For the avoidance of potential embarrassment, we would also like to advise you that the School is currently operating a 'no handshake' policy for all members of its community.

For track and trace purposes, we need to keep records of everyone who has visited the school. We will keep this information for 21 days. We will share this information with test and trace if somebody within the school community tests positive for Covid-19. Please fill in your name and a contact number, and then sign this form to demonstrate your agreement. If you are part of a group visiting the school, each individual member will have to fill in one of these forms.

With thanks,



Rachel Gavin
Headteacher

Name: (Please print)

Company / Agency:

Date of visit:

Contact number: