



**Saint Anthony's Catholic School and Nursery Return to
School Risk Assessment January 2021**



**RISK
ASSESSMENT**

Location / Site	Insert location and site where activity taking place
Saint Anthony's Catholic school and Nursery.	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Full return to school September 2020	
Assessment date	Insert date when assessment is being carried out
13/07/2020 – to be updated regularly until the start of term	
Assessment serial number	Insert local serial/identification number for future reference

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

Reviewed 10-12-20 changes made to:

page 9: **Contact of shared resources resulting in indirect transmission of the virus.** Points 7-9.

Page 13 **Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus.** Point 12.

Page 5: **Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus**
Points 3,4,6,8

Page 7: **Lack of social distancing when eating lunch resulting in direct transmission of the virus** point 3

Page 8: **Lack of social distancing in the corridors resulting in direct transmission of the virus** point 4

Page 15: **Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus**
points4-5



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Identify hazard		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 classroom 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. Children that are coming into school as part of our Critical worker group will be in year group bubbles of no more than 15 and ideally 10, based on the size of the classroom. 2. Furniture in classrooms will be minimized to create enough space to have the desks facing forward. Where forward facing is not possible, there will be adequate ventilation and spacing. Where possible, groups will be run outside. 3. Excess equipment will be stored safely and neatly in cupboard; space has been created. 4. Children will use the same desk each day in years 2-6, where possible. Nursery, Reception and Year 1 will operate using a more play-based curriculum but other safety measures will be adopted, as much as possible. 5. The Rights Respecting Charter was completed in the first week back in September, which featured elements relating to COVID-19. Children also received instructions on updated protocols on their first day. (Include instructions how to line up, use of toilet, moving around the classroom etc). 6. 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. 7. Lessons planned more for individual work, although group work can now be facilitated, with clear instructions. 8. Feedback – using large whiteboard and visualizer and interactive whiteboard to minimize close interaction with children as much as possible – this is so particularly for teachers moving around the school and not working consistently within one bubble. 9. More verbal feedback and self-marking to be used, along with visualizer, to minimise contact. Written marking can be done using post-its and electronically, to minimize having to touch children's books. If touching children's books gloves should be worn by staff. 10. Mark out an area for the teacher – 2m distancing at front of room – not Reception, Nursery and Year 1. 11. Children to use same desk the next day; this does not apply to Reception, Nursery or Year 1. 12. Teachers will generally stay with one group at all times. Adults may work with another bubble, but they must maintain social distancing. 13. Children to remain in classrooms, which will ensure less mixing within corridors. 14. Coats to be kept on pegs or back of chair. No other equipment is to be brought into school. Reception, Year 1 and Year 2 children will receive Universal Infant Free School Meals in the form of a hot grab box; this will be reviewed. 15. Bikes cannot be brought onto site. 16. Non class-based adults to stick to timetabled interactions with groups, to ensure that communication with others can be easily traced. 17. Adults must adhere to social distancing and must limit contact with other members of staff outside of their bubble. 18. Children needing first aid must be seen by the adults within that bubble. Gloves, aprons and, where needed, visors must also be worn. Any first aid administered must be recorded. In case of emergency, phone the office and SLT. 19. If a child has an accident and two members of staff are needed then SLT must be contacted via phone. 20. First aid packs will be present in every classroom along with accident forms and head bumps letters. 21. If an ice pack is needed, they are in the usual freezers and can be used but must be cleaned with sterilizing fluid afterwards. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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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	
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	
	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"> Adults to monitor toilet use. Middle sinks will remain closed initially for handwashing. Allocated toilets for different groups of children; to be reviewed within the first few weeks of school opening. Hand gel used after toilet use as well as washing hands Extra Signs in toilet regarding washing hands and teaching this to children upon arrival at school. Wedges for the toilet external toilet doors if not fire doors. Windows in toilets to be kept open for ventilation. Extra soap, sanitizer and hand towels ordered to ensure we do not run out. Children to dry their hands using the hand dryers or blue paper towels. Toilets to be monitored throughout the day by staff and cleaned during the day (ric) and then cleaned thoroughly at lunchtime by cleaning staff. Cleaning staff to use PPE - masks and gloves. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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Identify hazard		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		
	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"> Markers outside the classrooms and on playground for the children and parents to wait – more than 2 metres apart as more than one person. One adult to drop children off/pick up Parents/carers must leave the site immediately after dropping off/picking up they must not enter any school building. Only parents of Nursery to drop at nursery gate. Staff to meet children and walk them down for Reception and Year One. Parents are required to wear face coverings whilst on school site. Staff wearing face coverings when outside near parents. Instructions have been shared with parents regarding social distancing between families in the morning with parents and children. Markers will be put out the front of school to support this and staff will be monitoring each day. Each time the risk assessment is updated parents will be informed. Signage for parents and children displayed outside on the one-way route to make route clear for exiting the site. Staff and SLT specifically to be on duty to supervise. All staff to wear face coverings when in contact with parents at the start and end of the day Start of day: Children to arrive promptly and line up in designated area. Children will be guided to wash hands on arrival to school. At the end of the school day, children will be taken to their designated area to be dismissed (even if the child is to walking home alone) to disperse the children and adults in line with social distancing, ensuring that all follow one way systems. Any child who is picked up late are to return to their year group bubble to wait with staff for collection. Office to be informed of late collections. 				
Remaining level of risk		Consider level of risk following use of control measures		
HIGH		LOW	NEGLIGIBLE	



Saint Anthony's Catholic School and Nursery Return to School Risk Assessment January 2021



Identify hazard		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	
	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. Staggered playtimes and allocated play area 2. Outside equipment will be rotated and cleaned thoroughly. Ideally, equipment will be left for 48 hours if it is not able to be cleaned. 3. At break times and lunch times children to remain in their year group bubble to promote social distancing guidance. 4. Staff supervision throughout – actively encouraging social distancing, where appropriate. 5. Staff may take break and lunch organised between their bubble. Staff are not to leave the school site until the end of the 6. If a fire alarm sounds, children will line up in their usual spaces but must socially distance. 7. Children should only use their own toilets throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH		LOW	NEGLIGIBLE



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Identify hazard		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	
	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"> Children eat in their classrooms at the child's work table. If weather is warm, children can eat outside in their designated break area. Children who are not entitled to school lunches asked to bring packed lunch – packed lunches kept under children's tables or on pegs. Lunch to be brought to classrooms by allocated staff – hot grab bags to continue. Adults to wear gloves when handing out food. Adults within their bubble to clean tables before and after eating. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH		LOW	NEGLIGIBLE



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Identify hazard		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	
	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. Due to the national lockdown, there are reduced numbers of children onsite. This number will be kept as low as possible but we must offer spaces to vulnerable children and children of key workers. 2. Children staying in their classroom and accessing outside from classroom door to minimize use of corridors. 3. Staff to use their own telephone to receive messages about school issues or use the school telephone but wipe afterwards with sanitizer. 4. Children and staff are to remain in their bubbles throughout the day. If other areas or staff need contacting, this must be done through phone. 5. 6. Lunch orders are to be made online to avoid children and staff going to the canteen. 7. Lunch orders are to be collected from the dining room following the way system by specific allocated staff at the stated lunch times. 8. Agree instructions with children concerning going and returning to toilet. Children must only use their own toilets throughout the day. 9. When moving class around the school – 2 metres between children where possible – one adult at back supporting maintain distance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH		LOW	NEGLIGIBLE



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Identify hazard		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
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. Provide a pack of stationary for every child. Plastic packets (zippy) bags used for individual resources. 2. Working packs for each child to remain on their table daily. These will include work book, worksheets, stationary and reading book. This is to be placed on their chair at the end of the day. 3. Tubs of resources for individuals – maths cubes etc. 4. Resources washed in antibacterial agent each night and left to dry if not same person using them the next day/ or fogging machine used. 5. Tables, door handles and other surfaces cleaned with antibacterial agent every night and during the day. 6. Children encouraged to wash hands / use hand gel before lessons and after each lesson and before and after using resources. 7. All work will be completed online or in personal books. Teachers will have work submitted online by children both in school and at home. Any physical marking of books must be done using gloves. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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Identify hazard		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
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. Children to be supported by class teacher and TA (if possible under vulnerable staff guidance) 2. Mental health first aid/ trained staff dealing with supporting children, available to offer advice on or direct support for children. 3. Staff training in ELSA. 4. Emotional wellbeing-focused sessions to be recorded for children. 5. Children are receiving remote one to one SEMH sessions with our Inclusion Team; those in school and at home. <p>If this does not work and the child needs extra wellbeing support:</p> <ol style="list-style-type: none"> 6. Communications where possible with parents 7. One to one opportunities for children to talk and share worries/insecurities with mentor and trained member of staff. 8. Some cases where possible learning support from JA/CV/JC/WON/SD 			
Remaining level of risk		Consider level of risk following use of control measures	
	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		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
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. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it 3. Staff meeting – virtually – to discuss concerns and shared control measures 4. Sharing of support helplines. 5. At least one SLT member of staff on site every day for staff to share concerns with 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Separate risk assessment for the office area 8. Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed 9. Staff break out areas are not to be used by more than four staff members at one time. 10. Planned time for planning and preparation within the week esp. for those with children in school. 11. OH referral to support in extreme cases. 			
Remaining level of risk		Consider level of risk following use of control measures	
High for some	MEDIUM	LOW	NEGLIGIBLE



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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	
	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. Seek expert guidance from special schools regarding support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. 2. Completion of individual riskassessments 3. PPE provided and should be worn. 4. Reduced timetable where needed/ exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 5. Staff conducting interventions will have a set room and timetable. Children are to sanitize hands when they enter and leave the room. Children are to follow the spacing laid out around the room and not move around whilst intervention is taking place. 6. Interventions to take place remotely, where possible and appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	Medium	LOW	NEGLIGIBLE



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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 in all classrooms. 2. Hand gel ordered in large quantities. 3. Extra soap dispensers and re-fills in each classroom. 4. Children hand wash and 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. 5. Washing hands posters replaced in all washing areas. 6. Reminders how to wash hands properly – videos and posters. 7. Procedure agreed for children to wash hands. 8. If children have an accident, they should only use their own clothes to change into. Children should all bring in a change of clothes and keep them on their peg. Children should change in the toilet area allocated to them. 9. No use of water fountains. 10. Children to bring in their own water bottles and adults to fill up bottles for children. These must be taken home and washed each day. 11. Water coolers can be used when filling up water bottles. They must be cleaned first using the antibacterial agent and cloth provided. 12. Disposable face masks that are bring worn in school must be disposed of in the correct way by staff. Other face masks being worn should be stored correctly. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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Identify hazard		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
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. All surfaces, handles, toilets and shared equipment will be cleaned each day using antibacterial agent. 2. All machines used by staff such as photocopiers cleaned daily and before and after each use. Wipes are provided, or cleaning cloths and spray. 3. PPE will be worn by all cleaning staff. 4. Some resources will be rotated and left to de-contaminate for 2 or 3 days after cleaning to reduce the risk of indirect transmission. 5. Soft furnishings and soft / cloth toys will be limited and will be cleaned with the fogging machine or steamer. 6. Deep cleaning of all classrooms before opening. 7. Regular cleaning spot checks happening weekly. 8. Cleaning products will be available in every classroom. 9. Staff should not bring in their own cleaning products but should use those provided by school. 10. Classrooms to be fogged daily. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		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	
	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. A changing space is allocated for staff to change in – shower space in the ladies toilets, or the disabled toilet in Padua and Lisbon. 2. Anyone displaying symptoms of the virus will be isolated in the Music room until they are picked up by their parent/carer or have gone home. A child will have one adult with them wearing full PPE. They will be sent home and cannot return until test results have been obtained. If a positive test result is received, the local infection prevention team will advise the school of the next action. A negative test result means the child can return to school once feeling better. 3. The same process applies to staff with suspected symptoms. 4. There is a singing in sheet that staff need to complete when taking a pupil over to the Music Room so there is a record of which pupil went, which member of staff and who collected them and at what time. 5. Staff need to clean areas after they have been in there. This is also on the cleaning rota as normal. 6. Staff are updated when there is a positive case or a suspected case of a family member. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH		LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of transmission of the virus from visitors and outside agencies			
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. Visitors and outside agencies are not permitted onsite, except for specific circumstances. 2. Visitors and outside agencies are all required to fill in a track and trace form which will be held on record for 14 days 3. All contact with staff and children must be recorded 4. Rooms will be booked in advance and appropriate members of staff notified. 5. Masks must be worn by all visitors. 6. Hands must be sanitised before entering and leaving the building and before any contact with staff and children 7. Minimal equipment is allowed to be brought into school and nothing must be shared with the children 8. All visitors should have been emailed a copy of the risk assessment and have read it before arriving at the school 9. Volunteers will not have direct contact with children but will be given appropriate training to carry out jobs around the school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH		LOW	NEGLIGIBLE



**Saint Anthony's Catholic School and Nursery Return to
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OVERALL level of risk	Consider level of risk following use of control measures		
	MEDIUM	LOW	NEGLECTIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

Risk assessment reviews	Set future review dates & sign/comment upon completion
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