



School name and address: St. Paulinus Catholic Primary School Temple Road, Dewsbury, West Yorkshire, WF13 3QE	
Activity / Environment Description: Fully reopening in September 2020 while coronavirus is still present	Date of Assessment: 28.8.2020
Assessed by (name): Sophie Hayes Approved by (name):	Date of Review: As more information is released but by 20 th October at the latest or when there are significant changes.

The staff and adults of St Paulinus have all read this risk assessment and take responsibility for implementing the following actions to minimize risk.

<p>Government Document messages</p> <ul style="list-style-type: none"> All pupils, all year groups, full time, no rotas School level judgement about how to minimise risk No extra funding for costs incurred Proportionate protective measures – by following all guidance ‘you can be confident in managing risk effectively’ Need a plan for the possibility of a local lockdown and how we will ensure continuity of education. Schools to deliver an ambitious, broad and balanced curriculum <p>All elements of controls are essential and schools must cover them all</p> <ul style="list-style-type: none"> In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics’ analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults
<p>Risk management and assessments</p> <ul style="list-style-type: none"> Must update risk assessment and any wider H&S policies People who are ill must stay home Hand/respiratory hygiene must be in place Must have enhanced cleaning arrangements Must engage actively in test and trace Must formally consider how to reduce contacts and maximise distancing as much as possible <ul style="list-style-type: none"> Group children together Avoid contact between groups Arrange forward facing desks Staff stay a safe distance from pupils and other staff wherever possible Need to set out how RA will be monitored to ensure it is effective, working and updated as needed

Need to ensure involve all stakeholders including unions

Reference Code	What are the hazards?/ Areas of concern?	Who might be harmed and how?	Risk (H, M, L)	Risk control measures to be implemented	Re-assessed risk (H, M, L)
Preventing the spread of the virus, hand hygiene and what to do if someone has symptoms					
P1	Spread of the virus from someone who is infected or showing symptoms	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	<p>Staff, pupils and other adults must not come to school if they feel unwell or are showing any signs of coronavirus.</p> <p>This will be clearly communicated to parents and staff.</p> <p>Anyone who is showing symptoms will be sent home immediately.</p> <p>If a child is waiting to be collected they will wait in a designated room with the door closed and a window open until they are collected. Where a child needs support from a staff member, that staff member will wear PPE (gloves, apron and mask) and endeavor to remain 2m away. The designated room for: EYFS is the cloakroom, KS1 is Y1 workroom, LKs2 is Mr Hutton's old room, UKS2 is the room at the top of the stairs. A member of staff should then contact the office who will contact the parents for collection.</p> <p>When the parent arrives, the child should be walked round the outside of school, not through school. Collection of siblings should be made at the same time.</p> <p>Anyone sent home will be advised to follow stay at home guidance which states that they should isolate for 10 days and they should arrange a test. This guidance will be given verbally and on a help sheet. The household should isolate for 14 days from when the person showed symptoms.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. The staff member looking after the child will need to do this as soon as the child has been collected.</p> <p>If a child or adult is seriously ill and their life is at risk, School should contact 999 if necessary.</p> <p>The staff member who has helped the child does not need to go home unless they develop symptoms. If the child subsequently tests positive, School, and that staff member, will follow the local health team advice that may include to isolate.</p> <p>The room the child waited in must be thoroughly cleaned with normal household products to minimize any possible spread. Staff members that have dealt with an incident should ensure they dispose of PPE appropriately and wash their hands thoroughly with soap and water for at least 20 seconds following good hand hygiene techniques.</p> <p>PHE is clear that routinely taking temperatures is an unreliable indicator so school will</p>	M/L

				not do this.	
P2	Spreading the virus through touching your face etc with your hands.	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H/M	<p>Adults and children will clean their hands with soap and water or hand sanitizer on a regular basis.</p> <p>They will employ and model good hand washing technique to each other and posters will be up around school as reminders.</p> <p>Hands will need to be washed: on arrival before touching anything, after break, before lunch and after lunch.</p> <p>Hands should also be washed every time the class changes rooms.</p> <p>Use of hand sanitizer and soap should be supervised by staff in classrooms so that it is used appropriately (e.g. not eaten etc).</p> <p>Children should be reminded to wash their hands after visiting the toilet.</p> <p>All classrooms will have soap; the safety data sheet will be stored on the staff intranet. School will ensure they do not run out and staff must let Miss Duarte or Mr Watt know when they need a new one.</p> <p>Children and staff are allowed to bring their own soap if the school soap affects their hands or they are allergic to it. Skin-friendly wipes can be used as an alternative if appropriate for children.</p> <p>Time should be built into the day for handwashing so that learning time is not effected or shortened. It needs to be part of the routine. School recommends using the approach where children line up, wet their hands, come to the adult for a squeeze of soap from the teacher, rejoin the line and rub hands as shown on the posters then wash it off when they get back to the sink.</p> <p>Every classroom has a sink for handwashing and there are several sinks for the children in the toilets.</p> <p>Staff will tell children about not touching their faces when they are talking about ways to keep ourselves safe.</p>	L
P3	Spreading of the virus through poor respiratory hygiene	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H/M	<p>All children should have their own box of tissues on their table.</p> <p>Teachers should remind/ insist that children and adults employ the catch it, bin it, kill it approach.</p> <p>Every class has a lidded bin for the disposal of tissues etc.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant – please see individual guidance for children who fall into this category e.g. having child safe wipes on hand, and being extra vigilant with cleaning their area.</p> <p>Public Health England does not recommend the general use of face coverings in school, we will ensure that staff and pupils are mixing in consistent groups in place of this. However, the school will allow staff or pupils to wear a face covering if they choose to, especially for those working closely in a 1:1 situation.</p> <p>Face coverings are required on the school bus and public transport for pupils aged</p>	L

				over 11. Staff and pupils using this mode of transport must follow donning and doffing advice from PHE and dispose of them in a bin or keep them in a plastic bag once off the transport.	
P4	Spread of the virus through frequently touched surfaces.	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H/M	Shared spaces/ rooms should be cleaned in between groups or left for 48 – 72 hours. Shared equipment and resources should be cleaned in between use by different children as far as possible, or at least between groups – or left for 48 – 72 hours. Toilets will be allocated to year group bubbles and will be cleaned regularly (guidance states twice a day is sufficient) and children reminded to wash their hands afterwards. All bubbles have been provided with a cleaning bucket. Frequently touched surfaces will be wiped down during break time and during lunch time by an adult working in that bubble. They will also be more thoroughly cleaned down if we have a suspected case that has been in that room. All rooms and frequently touched surfaces will have a more thorough clean at the end of each day by Kirklees Cleaning staff.	L
P5	A person displays symptoms or tests positive for coronavirus. Engaging with the NHS test and trace process	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	School will engage with the process of NHS test and trace. If we have a confirmed case we will contact the local public health team and follow their guidance. If we have a suspected case we will inform the parent/ adult to: <ul style="list-style-type: none"> - Book a test either through the internet or by telephone on 119 - To isolate at home until those results have come back which will confirm their next steps - In the case of a positive test, remind the parent/ adult that they will need to give the NHS details of who they have been in close contact with Ask whole families to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. We will ask parents/ adult to inform us immediately of the results. If a person tests negative and they are no longer unwell, they can return to school. If a person tests positive, they must stay at home and continue to self-isolate for at least 10 days and only return to school when they are well again. The household will need to isolate for at least 14 days. Classes will remain open in school until School is informed of the outcome of the test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. If a positive test is identified, School will: <ul style="list-style-type: none"> - Contact the local public health protection team (NB, they will also contact us if they become aware of a link to school). - The PHP Team will carry out a rapid risk assessment to confirm who has been in close contact with the positive case and ask them to self-isolate. 	M/L

				<ul style="list-style-type: none"> - Follow all the guidance the PHP Team give us. - Send home all those that have been in close contact with the positive case immediately, asking them to isolate for 14 days. <p>We will keep a record of staff and pupil groupings and any close contact that takes place between children and staff of different groups.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>We will follow the Government mandate which states: "Schools must not share the names or details of people with coronavirus unless essential to protect others".</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless their child or relative to the adult, starts to display symptoms. If the contact starts to develop symptoms during their 14 day isolation period they should get a test and the other household members should isolate. If the contact tests negative – they should finish their 14 day isolation period. If it is positive, they should inform School and we will contact the PHP Team and advise of the above.</p> <p>School will ask parent/ adult to provide evidence of a negative test result if needed.</p> <p>If it is deemed there is an outbreak at school – School will follow PHP Team advice and close the school if necessary.</p>	
Travel arrangements, Picking up and dropping off					
T1	<p>Spread of the virus through coming into contact with a large group of people and mixing.</p> <p>Drop off arrangements</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H/M	<p>The gates will be open from 8.30am to 8.50am to all children to flow into school slowly.</p> <p>Time of arrival</p> <p>8.30: Y2, Y5, Y6 and bus children</p> <p>8.45: Y1, Y3, Y4</p> <p>9am: Nursery and Reception</p> <p>All children should enter the site on their own and make their way straight to their classroom.</p> <p>Staff will be on hand to support children when they are leaving their parents if</p>	M/L

				<p>needed. Parents should prepare their children for walking into school independently. Parents will not be allowed on site without prior appointment.</p> <p><u>For those children or adults wearing face coverings –</u> There is a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p>	
T2	<p>Spread of the virus through coming into contact with a large group of people and mixing.</p> <p>Pick up arrangements</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p>Pick up times are staggered and parents will need to wait outside for their child at the red dots – children will be dismissed by the teachers.</p> <p>We have asked all parents to only send 1 person to collect their child</p> <p>Family groups/ siblings will be collected with the eldest child.</p> <p>We will advise parents to wear a face covering while waiting to collect.</p> <p>Y5 and 6 are allowed to walk home if they have a letter from their parent stating this. They will be dismissed from the top gate first before other children are sent to their parents.</p> <p>Parents should come forward, state the child’s name and the adult will send that child out to them.</p> <p>Pick up times and gate:</p> <p>Top gate:</p> <ul style="list-style-type: none"> ✓ 3.10pm – new year 5 (current year 4) ✓ 3.15pm – new year 6 (current year 5) <p>Middle gate:</p> <ul style="list-style-type: none"> ✓ 3.10pm – new year 3 (current year 2) ✓ 3.15pm – new year 4 (current year 3) <p>Bottom gate:</p> <ul style="list-style-type: none"> ✓ 11.45am - new nursery children ✓ 3pm – new reception children ✓ 3.05pm – new year 1 children (current reception children) ✓ 3.10pm – new year 2 children (current year 1 children) <p>First class at each gate will arrive 5 minutes earlier than their allotted time. School will send reminders out to parents to remind them to keep their distance from others when travelling to and from school and when waiting at the gates. We will</p>	M/L

				also request that they do not travel in multi-household bubbles in-line with the local lockdown.	
T3	Spread of the virus on the school bus or public transport	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	<p>We will encourage children to follow the school bus service risk assessment and safety measures.</p> <p>We will encourage children to wear face coverings (although these are only needed from age 11 upwards).</p> <p>We will remind children to remove their face coverings using the strings and to put them directly in a plastic bag.</p> <p>School will keep a record of who is on the bus each morning and evening.</p> <p>We will support the children in organized queuing when getting on and off the bus.</p> <p>There will be no school trips for the Autumn term so we will not be using transport at this time.</p> <p>Staff and families of the school are asked not to use public transport. Where they have no other choice the following measures should be taken:</p> <ul style="list-style-type: none"> - use during off-peak times - maintain 2m social distance - wear a face covering and dispose/store this correctly - keep use of public transport to an absolute minimum - practice good hand hygiene immediately after leaving the bus - maintain good respiratory practice by using catch it, bin it, kill it. 	M
T4	Children or adults who arrive with a face covering – if face coverings are used incorrectly they could spread the virus further	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	<p>When a child or adult arrives wearing a face covering they must:</p> <ul style="list-style-type: none"> - wash their hands thoroughly - then remove the face covering using the strings - place the face covering in a lidded bin if it is disposable - place the face covering in a plastic bag if it is reusable and store it away - thoroughly wash hands again for 20 seconds <p>They must not:</p> <ul style="list-style-type: none"> - touch the face covering itself only the strings - give the face covering to anyone else - put the face covering in a pocket or bag when it is not in a plastic bag - touch anyone else until they have washed their hands - touch the front of the face covering when wearing it 	L
T5	Busy roads with increased traffic for drop offs and parents standing in the road to avoid social contact. Spreading the virus between adults in the drop and go zone	Parents, children Risk of being involved in a road traffic accident or passing the virus on due to being close together	M	<p>School will advise parents travel on foot or cycle to school in accordance with Government advice.</p> <p>Clear guidelines to remain 2m apart.</p> <p>Liaised with Boothroyd on school timings and both have staggered in order to reduce traffic. Boothroyd children are being collected from 2.45pm, whereas ours start at 3pm with the majority being 3.10pm.</p>	L

				<p>'Drop and Go' will not be running, this limits adults being outside and protects staff but gates will be open for children to come straight into school at whatever time they arrive from 8.30am.</p> <p>School will request that only 1 parent drops off and picks up each child</p> <p>School will endeavor to be strict with their timings so that parents are not having to wait for long.</p> <p>School will send out reminders about parking on temple road and to not walk on the road where possible.</p> <p>School will send reminders out to parents to remind them to keep their distance from others when travelling to and from school and when waiting at the gates. We will also request that they do not travel in multi-household bubbles in-line with the local lockdown.</p>	
Visitors to site					
V1	<p>Supply teachers, peripatetic teachers, PPA cover and specialists (e.g. therapists) coming to school.</p> <p>Risk of spreading the virus across schools as they come into contact with more people</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	M	<p>Staff from these groups can attend school.</p> <p>When in, they should minimize their contact and maintain 2m distance from other adults and children.</p> <p>They should follow all hygiene rules as though a member of staff e.g. regular handwashing, and the wearing of PPE when needed).</p> <p>Staff working with SEND pupils should provide their interventions as usual.</p> <p>Social distancing and hygiene rules will be explained to all visitors to site and each visitor will be given a handbook with this information.</p> <p>When a visit can take place out of school hours, it should do so.</p> <p>All visitors will need to leave contact details with the office and who they have been in contact with so that School/ NHS track and trace can reach them if there is a positive case identified in school.</p> <p>Staff providing PPA cover can travel between bubbles but should maintain 2m social distancing if it is not their main bubble.</p> <p>Staff working in different bubbles must ensure that they strictly adhere to social distancing measures when not in their main bubble, staying at the front of the class.</p> <p>Supply teachers will be used but only if necessary – our first action will be to see if we can cover it internally. When supply is used we will try to have the same person in and have them in for a period of time.</p> <p>School will host ITT students – these students will remain with one class.</p> <p>School will not have volunteers in school to begin with – we will review this at a later point.</p>	L
V2	<p>Other visitors such as workmen, deliveries, cleaners, catering staff, postman etc</p> <p>Risk of spreading the virus due</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the</p>	M	<p>Wherever possible workmen and deliveries will happen outside of school hours.</p> <p>Any people wishing to enter the building will need to declare they are not showing any symptoms and should not be isolating.</p> <p>They should wash their hands on arrival and wear a face covering in the building.</p> <p>Any frequently touched surfaces including doors should be wiped down by the person</p>	L

	to meeting with many representatives	individual but it could lead to being unwell for a period of time, hospitalisation or death.		greeting them when they have left. School has worked with catering services and seen their risk assessment and will implement our responsibilities in that risk assessment. School will meet with Kirklees cleaners to share this risk assessment. Cleaners will not begin cleaning until all the children have left. Deliveries for food will continue to run in the same way as they do now and are the responsibility of the kitchen services. Other deliveries will be brought to the office. Staff receiving the deliveries should make every effort to ensure that they maintain social distancing and ask the driver to wash/ sanitise his hands before entering the building. Deliveries should be placed in an appropriate space so as not to cause a fire risk. The staff member receiving the delivery is responsible for wiping down all frequently touched surfaces and the deliveries should be unpacked straight away, packing disposed of and hands thoroughly washed afterwards.	
V3	St Paulinus kids club use of the facilities before and after school could inadvertently spread the virus	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H/M	Kids club will only use the hall, dance studio and KS2 girls toilets. As far as possible, they will keep children in year group bubbles. Kids club will keep detailed records of close contact between children for track and trace purposes. Kids club will have seen this risk assessment and adopt the key practices such as enhanced cleaning, no parents on-site etc. Kids club are responsible for cleaning the hall, dance studio and their designated toilet area every morning ready for the school to use and every evening ready for their breakfast group to use. Kids club will have their own risk assessment for further measures.	M/L
V4	Immunisation programme – outside visitor could spread the virus	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	M	In-line with Government recommendations, the school will engage with the immunization programme. 1 nurse will attend. If the nurse is able to move around school, she will visit each classroom and administer the programme to the children who want it, this will happen in the corridor outside the room. If the nurse is unable to travel around school - the hall will be used to administer the doses to the children who have requested it. Groups of children will be brought by their ETA at a designated time in order to avoid crossing in hallways. If using the hall, a one way system will be in place where children enter in one door and leave by the other. School will implement other measures identified by the nurses risk assessment.	L

V5	Parents could transmit the virus to other adults in the school	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	No face to face meetings will take place without prior approval from SLT. There are very few occasions where this will be approved (e.g. important SEND meetings will take place). Any communication with school should be through phone calls or to the appropriate email address. Clear signage and posters will be placed around school to direct staff pupils, parents and visitors in this matter. If an adult does come into school, 2m social distancing should be maintained and where ever possible they should speak through the screens in the offices. Parents will not be allowed access to the school site – staff will go out to meet them and maintain social distancing. If meetings do take place between other adults in school, face coverings should be worn by all people attending and the room should be well ventilated.	L
V6	Liaising with the office and other school staff could bring the virus into the office bubble (which contains vulnerable members of staff)	Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Staff working in the office areas, cleaning staff and caretaker should implement all expectations with hygiene, cleaning and social distancing. Staff within the school should liaise with the office by using phones and emails so the office area can create its own bubble. If an adult does come into school, 2m social distancing should be maintained and where ever possible they should speak through the screens in the offices.	L
PPE, first aid and intimate care					
F1	Close contact with individuals requiring support with first aid, intimate care and/or those who are ill Wearing PPE	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	PPE should be used when providing intimate care or first aid. Correct donning and doffing should be used when using PPE – staff have received training on this and a reminder sheet is kept with the PPE equipment. PPE should be worn if a staff member is looking after a child who is displaying coronavirus symptoms while at school. The Government advises that PPE is not needed for day to day work in school. However, school will allow staff and pupils to wear face coverings if they wish. Correct donning and doffing should be used including wearing them correctly and placing in a plastic bag when not in use or throwing single use ones away. Face coverings should be worn on public transport and disposed of or stored correctly – information on this will be shared with parents and staff.	M/L
F2	No first aider in the bubble/ staff don't know where a first aider is	Staff, pupils Injuries may become worse without first aid etc	H	There is a first aider nominated for each year group bubble and standby first aiders are identified. All first aiders have been fully trained by external providers. First aider posters will be put up to notify children and adults on who they can call on if they need help. First aiders given their own set of equipment. DHT to stock check equipment bags weekly. Large first aid boxes located centrally in Key Stage 1, Key Stage 2 and outside the main	L

				<p>office. School policies will be followed e.g. contacting parents when needed. First aiders are fully trained in PFA and DHT is a first aider at work for adults. Many First aiders are full time. DHT or AHT will step up to cover any first aider absences.</p>	
F3	<p>PPE for staff and pupils – Kirklees Health and safety advice Misuse of PPE could spread the virus further</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p>PPE for staff and pupils</p> <ul style="list-style-type: none"> Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. FFP2 / 3 masks are not necessary in a school setting. Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis. If PPE is identified as necessary for certain activities or staff through a risk assessment then this is provided by the school. 	L
Attendance					
A1	<p>Attendance of pupils: - clinically extremely vulnerable - clinically vulnerable</p> <p>higher risk of complications if they were to catch COVID-19</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p>The Government has made it clear that attendance is mandatory again for all staff and pupils and penalties/ sanctions will be issued again for non-attendance. School will take each case individually and work with parents to support them in getting their child back to school.</p> <p><u>Pupils who are shielding/ self isolating due to close contact with someone who has coronavirus:</u></p> <p>There will still be a small number of pupils who fall into this category – they will not be required to attend school and we will actively encourage them not to. Those who are isolating will not be allowed on site.</p> <p>Assuming the national and local picture continues to reduce risk – most adults and children currently on the shielding list will be able to attend as can their family members.</p> <p>School will abide by the official advice given and understand that some members of staff or children will need to shield if rates rise in the local area.</p> <p>Where a child cannot attend for the above reasons, they will be directed to complete home learning so they do not fall behind their peers. (School intends to use Google classroom, TT rockstars, Purple Mash and worksheets to support this)</p> <p>Where children cannot attend school as parents are following clinical advice –</p>	M/L

				<p>attendance will not be penalized.</p> <p>Children who are clinically vulnerable: All new staff working with the children will be briefed on any medical conditions that each child has – Mrs Cooper (SENDCO) will do this. Support will be given to each staff member in how to keep children as safe as possible. The measures in this RA will be in place to protect those that a clinically vulnerable Mrs Cooper or the class teacher will liaise with parents of clinically vulnerable pupils, to ascertain if any further measures need to be in place.</p>	
A2	<p>Attendance of staff:</p> <ul style="list-style-type: none"> - clinically extremely vulnerable - clinically vulnerable including pregnancy <p>Higher risk of complications if they were to catch COVID-19</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p><u>Staff who are clinically vulnerable and clinically extremely vulnerable:</u> The Government expects that most staff will attend school. For those that are clinically vulnerable, including pregnant women, they should follow stringent social distancing measures and hand hygiene. Individual circumstances will be discussed with staff and we will swap people round if they feel they need to move (e.g. some may feel they want to work with older children as they can social distance more easily). Those that are extremely clinically vulnerable and who have been shielding can return to work – again individual circumstances will be discussed with the individual as they too should follow stringent social distancing and hand hygiene measures – where possible, these staff will work remotely. Staff who live with those that fall into these categories can attend work as normal.</p> <p><u>Staff with specific characteristics that make them have an increased risk (e.g. obesity, BAME, age etc):</u> These staff should follow stringent social distancing measures and good hand hygiene. School will also speak to the individuals in this group about their role and endeavor to put extra measures in place where possible as with the above 2 groups.</p>	M/L
A3	<p>Non-attendance of pupils where pupil or families are anxious</p>	<p>Pupils</p> <p>Non-attendance could further damage pupil mental health and well-being as well as have a detrimental impact on their future education</p>	M	<p><u>Pupils and parents who are anxious about their child returning:</u> School will share the measures that are in place to look after their child. Nurture support is available for all the children. School will make referrals if needed. School will engage with families who are at risk of disengaging from school or who we deem to be vulnerable. Catch up funding will be used to support specific families who are struggling to attend school.</p>	L

A4	Attendance when ill or showing symptoms	Staff, pupils, parents, visitors. Spread of illness or the virus	H	Children or adults showing signs of coronavirus or those that have it – must not attend school in any way. See above measures for further actions. Other illnesses should be reported to the school as normal and the school will advise the parent as needed. Penalties will not be given to any families who are self-isolating based on official advice. A parent leaflet on what to do if your child has symptoms will be sent to any families who report this. The office will follow up on attendance and advise as necessary. If a child shows symptoms in school, the above sequence of events (in P1) will be followed and the child and their siblings will be sent home.	L
A5	Children with medical appointments arriving throughout the day and having come into contact with others. And children having medication	Office staff, pupils, staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death. Lack of supervision to escort late pupils to their groups could end in accidents	M	<u>Children who need medication:</u> Wherever possible, medicines should be administered outside of school. Medications will be administered in class, a medical form will need to be completed and 2 members of staff will need to administer the dose – one of these must be a teacher or HLTA. 2 adults from their bubble should administer it: 1 adult should administer, the second check the dose and the medical form signed by both. If children are still unwell, they should remain at home until well enough to come to school wherever possible and appropriate. Individual cases can be discussed with the School office. Children and adults with asthma can attend, inhalers must be checked that they are still in date and it will be recorded when a child takes their inhaler. Creams – children should be taught how to apply creams themselves – where this is not possible, gloves should be worn by the adult and a face mask should be worn if the adult is going to go within a close distance for a length of time. Where medications are given in school – as far as possible medication should stay in school and not go home every day. Children should not come to the office for their medication. <u>Children and staff attending medical appointments:</u> Children and staff should attend medical appointments outside of school hours. Where this is not possible (e.g. a hospital appointment), the office needs to be informed and arrangements can be made for the drop off and pick up of that child.	L
A6	Spread of the virus due to sharing transport/ taking children home/ collecting children	Staff, pupils , parents Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Staff must not share vehicles and should walk/cycle to school where possible. If not possible, staff must use a private vehicle and avoid public transport. If you cannot avoid using public transport, please speak to the Head (further measures to be put in place e.g. arriving after rush hours or working from home as appropriate).	L

				<p>School buses are still running, children should be encouraged to sit spaced out and use the same seat every day.</p> <p>The bus company also have a risk assessment in place.</p> <p>Where staff vehicles are used for home visits or transporting a child (reasons should be agreed with head and DHT first), these need to be thoroughly wiped down and windows should be open on the journey, with face coverings worn.</p> <p>School will encourage families to travel to school by walking.</p>	
Safeguarding and well-being, fire safety					
S1	Staff well-being and mental health	<p>Staff, pupils</p> <p>Could lead to poor attendance or poor education performance which could have a lasting effect on children and staff performance. Staff could suffer long term effects on their mental health if they do not feel safe.</p>	M	<p>The risk assessment and processes will be explained to all staff.</p> <p>All staff will be able to suggest ideas and add thing to the risk assessment as needed.</p> <p>Staff have access to a 24/7 telephone counselling service through Kirklees called CareFirst.</p> <p>We have 4 well-being officers in school, if staff need to speak to someone.</p> <p>We can refer to Employee Health if we are concerned about a staff member's well-being.</p> <p>Staff are aware that we cannot reduce the risk completely, but we can put everything in place to mitigate the risks of coronavirus.</p> <p>School will have access to the DfE resources to support children and staff well-being.</p> <p>PPA is planned in for all teachers.</p>	L
S2	Staff struggling with anxiety linked to working in schools during the outbreak or suffering a bereavement	<p>Staff</p> <p>Reduced confidence which could lead to being ineffective and mistakes being made that could affect the implementation of this risk assessment</p> <p>Long term impacts on mental health</p>	M	<p>School purchases employee support services from Kirklees.</p> <p>Staff have been given the CareFirst phone number for confidential telephone counselling 24/7.</p> <p>School shares all information with staff that is given to them.</p> <p>School will inform staff if we have any suspected and confirmed cases.</p> <p>School will support staff who wish to wear PPE but this is their choice and their responsibility to use in the correct way.</p> <p>School has access to Catholic Care services for support.</p> <p>Face to face health and safety training has taken place for staff.</p> <p>SLT are available to offer support where needed.</p>	L
S3	Staff workload	<p>Staff</p> <p>Could lead to poor attendance or poor education performance which could have a lasting effect on children and staff performance. Staff could suffer long term effects on their mental health when trying to cope with the stresses of the</p>	M	<p>PPA is planned in and those covering have had a 1:1 meeting with Leadership to discuss their role.</p> <p>Time is given to complete any special school projects and to complete any whole school audits.</p> <p>School will not be making big changes to the normal working practices in school (e.g. marking, presentation etc) so that staff do not need to make too many changes to their normal working practices.</p> <p>Support will be given to staff who need it.</p> <p>Phase leaders are in place to support their teams.</p>	L

		virus and the workload .		Marking expectations will be to mark in school and wherever possible do this live.	
S4	Safeguarding and pupil well-being: Pupils may be anxious about returning Pupil experiences at home may not have been safe	Pupils Pupils may have had a poor experience of being at home over lockdown or may not have accessed any home learning and this could affect their life chances and ability to access education.	H	School will continue to implement strong safeguarding practices, making good use of CPOMs and liaising effectively with other external agencies. We have a dedicated DSL team who work together to support families – we are aware this may be an increased workload in the first few weeks. School nurse will return to school. Catholic Care will return. Play therapist will return. Children will wear normal uniform. School will resume normal practices as far as possible. The whole school staff are receiving Kirklees safeguarding training on Monday 7 th September. Children will return to their old teacher for the first 2 days, then have a transition day, then spend a last day with their teacher. School will liaise with parents for further support for children who need it. Staff are planning additional PSHE style activities and talking through the routines with the children on the first 2 days back. Staff to provide opportunities for children to talk and tell them of any concerns. Nurture team will be working their normal hours and will provide support to children who need it. Staff to inform nurture team and DSLs of any concerns in a timely manner.	M/L
S5	Use of the staff room and staff facilities leading to the virus spreading	Staff, pupils, families They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	M	The staff room will still be available for staff to use in accordance with staff rights. Staff must keep 2m distance from each other when using this space. There should be a maximum of 2 people in the kitchen area at any one time. The windows and door should remain open at all times. Staff should not gather in each other's classrooms but the "sick bay" rooms can be used as long as there has not been any children or adults displaying symptoms in there for the last 72 hours. Staff toilets can be used as normal – only 1 person allowed in at a time (indicated by the main door being closed) All staff must wipe the cubicle door handle/ door, seat, flusher and main door handle with a wipe and wash their hands thoroughly after use.	L
S6	Staffing at drop offs and pick up times Risk to a child running off or going missing	Pupils Going missing could result in damages to mental health, injury or abduction.	M	At least 1 staff member will dismiss each class at home time (max 30 children). Children will line up and come forward when they hear their name being called. Rota's will be produced to ensure sufficient staffing for the mornings and break times. In the morning – there will be at least 1 member of staff on duty by the gate (2 for KS1/ EYFS), a couple of staff on the playground/ pathway to direct and other staff will	L

				be in their classrooms ready to greet the children.	
S7	<p>Risk of injury or death if there is a fire in the school - Fire safety.</p> <p>Staff may be working in unfamiliar rooms with unfamiliar children may not know where to leave the building. Fire doors will be propped open to reduce the spread of the virus</p>	<p>Staff, pupils</p> <p>Injury, burns, death,</p>	H	<p>Fire wardens identified and have received training on their role.</p> <p>Fire wardens will direct children to leave, close any doors and specific rooms for them to check for any stragglers on the way out (including toilet areas) have been identified.</p> <p>Fire drill will happen in the first or second week and follow up ones will happen until all are used to where to go.</p> <p>All staff have been directed to their fire exit and assembly point.</p> <p>All other normal fire safety practices will be completed.</p> <p>A fire evacuation plan that clearly identifies route and assembly point, that takes into account avoidance of mixing of bubbles or bubble meeting and social distancing will be produced for each bubble.</p> <p>Staff taking children directly to parents, if they are being sent home to communicate their 'exit time' to the school office to update the register.</p>	L
S8	<p>Spread of the virus due to touching of doors, including fire doors</p>	<p>Staff, pupils, wider community</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p> <p>Fire can spread easily</p>	H	<p>All internal doors that are in high traffic areas e.g. route to the toilet, will be propped open.</p> <p>These doors must be closed as pupils exit the building upon the sounding of the alarm.</p> <p>Fire wardens must close these as they leave the building.</p> <p>All fire doors must be closed after the children have left for the day.</p> <p>Items used to prop doors open are easily removed.</p> <p>Pupil coats and bags to be stored in class, with class teacher monitoring storage around desk to ensure coats, bags and resource trays are not blocking fire exits and aisle.</p>	L
S9	<p>The site is unsafe and more open to the outside due to doors and windows being open</p>	<p>Staff, pupils</p> <p>Intruders, harm to school community, risk of virus spreading</p>	H	<p>All normal safeguarding procedures such as gates and outdoor doors should be closed and locked throughout the day.</p> <p>The caretaker will undertake his normal site safety walks throughout the day.</p> <p>Staff should report any concerns immediately to a member of SLT.</p> <p>Follow up activities will happen in response to any site safety reports.</p> <p>Staff will use the normal gates for entry and exit.</p> <p>End of day Staff exit is after pupils have gone home, so not to use the Y3/4 car park exit gate at the same time as children leaving.</p> <p>Staff taking children directly to parents, if they are being sent home to communicate their 'exit time' to the school office.</p> <p>Pupils will be appropriately supervised whilst on site.</p> <p>Lockdown alarm is operational.</p>	L

Behaviour

B1	Spread of the virus due to children needing Physical restraint due to behaviour or need a 1:1 worker who sits by them at all times	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Individual children who need physical restraint or close working with a 1:1 adult will be risked assessed and strategies put in place for these children. Mrs Cooper will organise this. 1:1 staff will be working with key individuals and returning to work. Clinically vulnerable and extremely vulnerable staff who are 1:1 will have a personalized RA and their role discussed with the Head.	L
B2	Children display behaviours (either on purpose or part of their needs) that could spread the virus e.g. Spitting biting, drooling etc	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Individual children with SEND needs will be risked assessed by Mrs Cooper and extra measures put in place e.g. child having wipes for them and their work area. Children who show poor behaviours including spitting and biting, will be asked to leave and their place be removed to their own desk or work station in the interest of the safety of others. This is not the same as an exclusion. Work will then be undertaken by the staff and parents to improve this behaviour.	L
B3	Poor behaviour in school due to children not being in education since March	Staff, pupils Risk of spreading the virus due to increased contact which could lead to health implications as stated above. Other children's education could be affected, further damaging their future life chances and commitment to education	M	The School expects all pupils to follow the school rules and behavior expectations The Behaviour policy has been updated in light of Coronavirus and the need to not mix bubbles/ groups. We understand some pupils will need more transition and support with their behavior in the first instance and staff are prepared for this. The curriculum has been designed to focus on PSHE in the first instance, then assess where the children are and then teach an abridged catch up curriculum. Support staff are available to support children who are struggling with the work. We will wear uniform so it is a clear signal school is back. Staff will take into account pupil mental health when deciding which child will sit where. Behaviour policy and home school agreement will be sent home if reminder needed. The first week focus will be on the new routines and rebuilding relationships. Our nurture team will be working their normal hours and supporting individuals Staff know to report any concerns to the nurture team.	L
Playtimes and lunchtimes					
P1	Pupils mixing in big groups – increasing the spread of the virus Lunchtime arrangements	Staff, pupils, families They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	Children will spend 30 minutes on indoor play and 30 minutes on outdoor play every day. Children are supervised by lunchtime supervisors and there is a dedicated first aider linked to each year group bubble. EYFS – 2 people Y1 – 2 people Y2 – 3 people Y3 and Y5 – 4 people Y4 and Y6 – 3 people	L

				<p>Reception, Y1, Y3 and Y5: 11.45 – 12.15 indoors – 12.15 – 12.45 outdoors Y2, Y4 and Y6: 11.45 – 12.15 outdoors - 12.15 – 12.45 indoors</p> <p>If the weather is nice and the grassed areas are safe the following areas will be used:</p> <p>EYFS: their own playground Y1: Y1 grassed area Y2: KS1 playground Y3: ball court Y4: grassy sports field Y5: field Y6 playground</p> <p>See below to see where each group plays</p>	
P2	<p>Pupils mixing in big groups – increasing the spread of the virus</p> <p>Break arrangements</p>	<p>Staff, pupils, families</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p>Break times will be staggered (see below). There will be 2 members of staff on duty for each group</p> <p>Nursery: 10– 10.15 EYFS playground Reception: 10.30 – 10.45 EYFS playground</p> <p>Y1: 10– 10.15: KS1 playground Y2: 10.30 – 10.45 KS1 playground</p> <p>Y3: 10– 10.15: ball court Y4: 10.30 – 10.45: ball court Y5: 10– 10.15: big playground Y6: 10.30 – 10.45: big playground</p> <p>If the weather is nice and the grassed areas are safe the following areas will be used:</p> <p>EYFS: their own playground Y1: Y1 grassed area Y2: KS1 playground Y3: ball court Y4: grassy sports field Y5: field Y6 playground</p>	L
Classrooms, equipment and shared learning spaces					

C1	<p>Spread of the virus through coming into contact with a large group of people and mixing.</p> <p>In school</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	<p>H/M</p>	<p>A class will become their own bubble/ group. (Max 30 children) The classes will not mix and groups will be kept separate. When inside, children will be sat in pairs – they will remain in the same places throughout the day and will not change tables etc. It is acknowledged that children in school will struggle to social distance, as such, children will be reminded to keep their distance and to show their friends they care by not hugging them etc. As School acknowledges that social distancing will be difficult for the children, the above measures are put in place to protect the children as far as possible. EYFS children will continue to access provision as normal – the staff will monitor groups in the areas and limit the numbers allowed in different sections to improve social distancing where necessary but they will be seen as a year group bubble in order to facilitate learning. As far as possible and when appropriate, staff should encourage children not to touch them. The groups will remain consistent throughout – there will not be a possibility to change. Shared rooms/ spaces will be timetabled and must be thoroughly cleaned down between uses or left for 72 hours. According to the guidance, all staff can operate across bubbles, where this is the case, the staff should take extra care to socially distance from the children and remain at least 2m from other adults where possible. Staff movement between classes will be minimized.</p>	<p>M/L</p>
C2	<p>Spread of the virus through coming into contact with a large group of people and mixing.</p> <p>In the classroom</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	<p>H</p>	<p><u>Measures in the classroom:</u> Staff and pupils should actively reduce and avoid close face to face contact with each other and minimize time spent within 1m of someone – this will be communicated to all. When circumstances allow, adults should stay 2m away from each other and the children. During lessons, staff can walk around and support the children, but they should reduce time spent within 1m of someone and support from the side or behind the child – where possible the adult should use the board at the front of the classroom to support a child. Support for pupils with EHCs or who need 1:1 should be provided as normal – individual risk assessments with extra measures are in place for these pupils. Y2 – Y6 (and Y1 when appropriate) should sit 2 to a desk, side by side, facing forward, ideally with aisles in between each pair. Furniture should be removed from the classroom to accommodate this. All Teachers will keep a record of where children are sat to know who has been in</p>	<p>M/L</p>

				<p>close contact.</p> <p>Good ventilation is key – windows and doors should be kept open at all times.</p> <p>The school will allow any adult or child to wear a face covering if they wish providing that this face covering is worn correctly and correct donning and doffing procedures are followed.</p>	
C3	<p>Spread of the virus through coming into contact with a large group of people and mixing.</p> <p>e.g. assemblies, catering etc.</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p><u>Measures elsewhere:</u></p> <p>There will be no mass gatherings, this includes assemblies and masses. Collective worship can be done with one group.</p> <p>There will be no parent invite events/ plays etc until further notice.</p> <p>Movement around school should be minimised and staff will need to coordinate timings so that no busy points are created in corridors or exits.</p> <p>First break will be staggered and classes will be allocated a playground area and playground equipment for their bubble.</p> <p>For the first 2 weeks of term, catering will continue to be the current menu and it will be delivered to classrooms as it is now. Following this 2 week period, changes will be made. These are to be confirmed in September. Measures to be confirmed after consultation with Kirklees catering.</p>	L
C4	<p>Spread of the virus through shared equipment</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H/M	<p>Every child from Y1 – Y6 will be given a pack of individual and frequently used equipment (such as: pens, pencils, crayons, whiteboards etc). These will not be shared.</p> <p>Pupils should have their own water bottle and box of tissues for their desk – these can be brought from home.</p> <p>Classroom resources such as books and games can be used and shared within the bubble – these will be cleaned regularly as far as possible – or left for 48 – 72 hours as much as possible.</p> <p>Frequently touched surfaces (desk, chair, door handles, light switch) will be cleaned regularly (before school, at break, before and after lunch, and whenever the children move rooms)</p> <p>Any resources that are shared between classes e.g. sports, art, science, should be cleaned frequently and meticulously and always in between bubbles. Or they should be left unused for 48 – 72 hours.</p> <p>Each class bubble will be allocated their own box of play equipment. This should be wiped down regularly.</p> <p>When children return books to school, they will be left for 72 hours before being given out to another child – each class will have a returned box.</p> <p>Outdoor equipment will be wiped down regularly.</p>	L
C5	<p>Continuous provision activities</p>	<p>Staff, pupils, parents,</p>	H/M	<p>Due to the set up and educational needs of EYFS, they will be seen as one bubble</p>	M/L

	and our free flow unit in EYFS could increase the risk of spreading the virus	They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.		<p>altogether with the following enhanced arrangements in place:</p> <ul style="list-style-type: none"> - groups in specific areas will be reduced so as to minimize contact - Staff will encourage the bubble groups to access provision with others in their class group rather than children from the other groups. - staff will maintain records of interactions between children when close contact occurs. - Equipment and shared resources in the continuous provision areas will be cleaned down between use by different groups as much as possible. - Water play will be available and staff will ensure there is a soapy element in it. - Sand will not be available at the moment - Children will not use things like playdough for the moment, unless they have their own set or it is left for 72 hours. <p>In EYFS, equipment will be given individually where possible but where this is not possible it will be cleaned down between uses by groups. Equipment will be cleaned down as far as possible before being used by another group or left for 48 – 72 hours. EYFS ratios will be maintained. Parents will be fully informed of what learning will look like. Provision will still be open but groups using it at once will be reduced and staff will clean down the equipment in between uses as far as possible.</p> <p><u>Younger children struggle to social distance:</u> Staff will talk to the children about how we social distance and keep our hands to ourselves in a child friendly way and repeat these throughout the term. Nursery will be able to see the older children and so will have role models. The school recognizes that social distancing in EYFS in particular would be very difficult and may not be the best thing for the child’s mental health – it will be enforced when appropriate. Where not possible, the hierarchy of measures will be used:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>Soft furnishings and things difficult to clean will be removed if not needed for the learning experience. Staff have the option to wear PPE if they wish – and children will be allowed to wear masks if parents wish. The outdoor area will be used as much as possible.</p>	
C6	Spread of the virus due to the space being used being small or	Staff, pupils, wider community	H	<p>Dance studio and Hall is timetabled and must be cleaned down between uses. The library will be used by 2 bubble groups a week 72 hours apart. This is also</p>	M/L

	with poor ventilation	Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.		<p>timetabled.</p> <p>ICT suite will only be used by EYFS and Ks1 on alternate weeks and will be cleaned down in between or left for 72 hours.</p> <p>Nursery room will be used for a small group (max 10) only.</p> <p>Cloakrooms will not be used.</p> <p>Furniture to be removed from the classrooms being used to support social distancing.</p> <p>All rooms should have their windows and internal doors open throughout the day – staff should wear clothing that allows for this.</p> <p>Maximum of 30 children in each room</p> <p>As many spaces as possible should be placed in each identified classroom, with social distancing in mind. (Maximum of 30)</p> <p>Furniture should be removed and stored elsewhere in order to increase the distance we can have between work stations.</p> <p>Where possible, the distance between the tables the children will sit at should be 2m or as close to that as possible but always more than 1m.</p> <p>When deciding where children will sit, space them out as far as possible, and ensure that where they sit takes into account the person they are sitting next to as they will stay in that place.</p>	
C7	Spread of the virus in the ICT suite	<p>Staff, pupils, wider community</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p>	H	<p>Only used by EYFS and KS1 – on alternate weeks/ 72 hours in between bubble groups.</p> <p>Cleaned down in between uses.</p> <p>Children sat next to the person they sit with in class.</p> <p>Do not use the Air Con.</p> <p>Door and windows should be open throughout use and after use (these need to be closed at the end of the day).</p> <p>Staff will try to leave a 72 hours in between 1 group using it and another.</p> <p>The suite will be timetabled.</p> <p>Key Stage 2 will have a rota of the use of portable devices in their bubble room.</p>	M/L
C8	Spread of virus due to a room being used by more than one group	<p>Staff, pupils, wider community</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p>	H	<p>All bubbles have their own room.</p> <p>The only rooms being shared are the ICT suite, library, hall and dance studio – which are all timetabled.</p> <p>Bubbles will not mix or go into different rooms.</p> <p>Toilets are shared across the bubbles – signs will be placed on toilet doors so that bubbles only use their allocated toilet and sink.</p> <p>Staff must not meet in each other's rooms for lunch and should use the staff room if they wish to meet.</p> <p>Rooms will be cleaned down between bubble use.</p>	M/L
C9	Spread of virus with fruit / milk collection.	<p>Staff, pupils, wider community</p> <p>Catching the virus which could</p>	H	<p>Fruit / milk will be consumed in bubble classroom or outside.</p> <p>A box will be prepared for each bubble which will be collected by a bubble adult from hall or delivered to their class each day.</p>	L

		mean illness, lasting health issues or a chance of complications which could lead to death.		An adult will come and collect the hot dinners for the first 2 weeks in school.	
Teaching and Learning					
L1	Curriculum – children at risk of falling behind in their learning or struggling to access the normal curriculum for that year group	Pupils This could lead to reduced confidence in education and themselves which could have lasting effects on mental health and their future life choices	H/M	School will endeavor to teach a broad and balanced curriculum from the beginning but pay particular attention to key skills and subjects in the first instance to support those returning to education. Nursery – focus on PSED, physical development and communication and language Reception - focus on language, early reading, early maths, phonics, extending vocabulary. KS1 and KS2 – focus on identifying gaps, phonics, reading, increasing vocabulary, writing and maths. The School intend to pay particular focus to PSHE in the beginning. School will implement catch up support as required once the children have been assessed for their needs. The school intends to buy into the Government support packages once they are available. RSHE will also be implemented, following a consultation with parents. School limiting the use of worksheets to reduce shared touch points of sheets. All children will be given a settling in period before we assess areas of academic concern. Support staff are employed in every bubble group to support with small group interventions and catch up programmes. School will liaise with parents as and when needed for individual children as we recognise that returning to school may be quite difficult for some children.	L
L2	Remote education Children may need to be educated at home due to illness, official guidance or shielding.	Pupils Pupils falling behind in their work could lead to poor mental health, difficulty engaging with education and have a negative impact on their future life chances.	H	Children who are unable to attend school will be able to access remote learning. (Google classroom, TT Rockstars, Purple Mash, Oak national Academy resources and paper copies of work to be completed) We will: Set assignments and give feedback. Link home learning closely to in-class learning – adapting it where needed. Provide clear explanations of home learning where needed. Respond to emails and support families. Pitch it to that child’s ability as closely as possible. Record home learners progress.	L
L3	Marking	Staff, pupils,	M	Pupil work books to be left open on the desks at the page of working to enable	L

	Spread of the virus through touching books and pens etc	They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.		<p>teachers to mark and limit touch.</p> <p>Teachers should use their own pens and not share them.</p> <p>Teachers must wash their hands before and after marking books.</p> <p>Books can be taken home if needed but wherever possible should be marked in school.</p> <p>Children should not swap papers or books to mark someone else's test.</p> <p>Staff should endeavour to embed live marking into their classes to cut down the need to take books home.</p>	
L4	Risk of spreading the virus in PE and Physical activity due to heavy breathing, contact sport and sharing of equipment	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	H	<p>Outdoor sports will be prioritised, weather permitting.</p> <p>Contact sports will not take place – this will be reviewed when more evidence is in place.</p> <p>The hall and dance studio can be used – the doors and windows should remain open when being used and children should socially distance, working back to back or side by side with their class partner.</p> <p>Any equipment used should be cleaned down thoroughly, especially between groups or left for 72 hours.</p> <p>External coaches can provide PE support to school. External coaches will need to follow the social distancing guidelines, cleaning spaces in between groups and good hand hygiene.</p> <p>Staff will remind children to keep 2m distance.</p> <p>Children will wash their hands before and after using equipment.</p> <p>School will endeavor to implement the daily mile to keep children fit and healthy.</p> <p>Children will attend school in their PE kit to avoid getting changed. This will be reviewed if pupils are uncomfortable during the day and we will look at getting changed safely.</p>	M/L
L5	<p>Risk of spreading the virus in Music, singing and drama lessons:</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting.</p>	<p>Staff, pupils, parents, visitors</p> <p>They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.</p>	M	<p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons. We will:</p> <ul style="list-style-type: none"> - Ensure children are physically distancing at all times (2m) - limit group size to the class bubble only - position pupils back-to-back or side-to-side, NOT face to face - avoid sharing of instruments, - ensure good ventilation. - Avoid activities that encourage shouting or loud singing - Keep music and background music to lower levels to discourage performers from raising their voices - Use microphones to help project voices but do not share the microphones - Singing and playing instruments should take place outdoors if possible. If indoors a large, well ventilated room should be used – school will use the hall for this and children will be socially distanced. 	L

				<p>Singing, wind and brass playing should not take place in larger groups unless it is done in the hall and all children can be socially distanced.</p> <p>Peripatetic teachers can see their groups but this should be distanced, in a well-ventilated room and teachers should avoid situations where distancing is broken e.g. demonstrating a dance move with a partner.</p> <p>If equipment is being handled: Handwashing must take place before and after handling equipment. Instruments should not be shared, unless they have been cleaned down in between children. Children who have used the instrument should clean their own instrument. Any music scores, word sheets, scripts should be for that person only and not shared.</p>	
L6	Spread of the virus if normal teaching practices were implemented	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	<p>Every child will be allocated their own work station where they sit with the same child every day. Staff will consider carefully the pairings and ensure they are conducive to a good education for both children taking into account behavior and ability.</p> <p>Every child will have their own equipment box that they must not share Workstations will face in one direction Workstations will be spaced as far apart as possible Soft furnishings and things difficult to clean will be removed as far as possible Equipment boxes will have a small selection of books in their own box. These can be cleaned down and left for 72 hours before being passed on to someone else's box or the class teacher will operate a similar system for the whole class. Staff working with children should work side by side and not face to face, to minimise risk. If face to face is needed e.g. to model a phonics sound, staff must observe social distancing measures. All work stations should be placed facing the front in order to facilitate this. Staff should remind children of the rules; children should stay at their work station and put their hand up if they need help. School will allow face coverings to be worn if wanted by the individual, but staff and pupils are responsible for their correct use and must demonstrate this (see T4 above) Talk partners can take place with the person the child is sat with. Partner work should be able to be done without them sharing equipment as far as possible.</p>	M
Home – school links, after school clubs and wrap around care					
H1	Spread of the virus due going between school and home	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the	M	<p>Children should only bring the essentials into school: e.g. coat, lunchbox, hat, reading book, homework. Anything that can stay in school e.g tissue box, should stay in school. Reading books can be sent home but should be left for 72 hours once returned and cleaned down. (Younger children with shorter books should be given 2 at once).</p>	L

		individual but it could lead to being unwell for a period of time, hospitalisation or death.		Teachers and pupils can take books home e.g. homework books and marking. Staff must follow good hand hygiene before and after marking. If a child brings their mobile phone, this must be handed in to the teacher, stored in a clear bag and locked in a cupboard for the day. The teacher should wash their hands after touching the phone. School will send reminders out to parents to remind them to keep their distance from others when travelling to and from school and when waiting at the gates. We will also request that they do not travel in multi-household bubbles in-line with the local lockdown.	
H2	Spread of the virus - wrap around care and after school clubs	Staff, pupils, parents, visitors They may become ill from the virus. The seriousness of the illness will depend on the individual but it could lead to being unwell for a period of time, hospitalisation or death.	H	The above measures for shared equipment and resources apply here – they should be cleaned regularly and meticulously and always between bubbles of children using them or they should be left for 48 hours (72 hours if plastic). After school clubs will initially not take place – this will be reviewed when we have an understanding of how the new routines will run and what provision we have the capacity to make. See V3 for further measures for St Paulinus Kids Club (an independent wrap around care provision)	M/L
H3	Risk of being disadvantaged due to Loss of learning in the event of a local lockdown, school closure or individuals having to self isolate.	Pupils May fall behind their peers and their life chances may be adversely affected	M	The school will produce a remote learning policy and contingency plan. We will make use of paper work packs and online activities to support children with and without access to technology. Children will be able to send us the work they produce remotely but also complete it in a book that can be returned to school at a later date. Work will match what they would have been doing in school. Year group emails have been set up for parents and children to contact their teachers if they need help. School will apply for tech support from the LA if needed for qualifying families, a questionnaire has been produced so that we can identify who would qualify.	L
Other					
U1	The full site has not been used for a period of time, unknown hazards could have developed	Staff, parents, pupils Injuries, virus spreading points, parent queries	M	Caretaker – DWatt will do a thorough site walk before we open and report any areas that need attention. Areas that need attention will be actioned and information shared with staff of any hazards they need to be aware of. Fire alarm will be tested prior to the children returning. Water will be run and site prepared for full return.	L

				Staff to report any hazards they see to the SLT and DWatt.	
Specific staff and groups not linked to classrooms					
G1	Risk of catching the virus - Caretaker	Caretaker Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	M	Caretaker mainly works alone on his areas to clean and will follow Kirklees cleaning risk assessment for this working. Caretaker completes site walk and checks first thing where there are only a few staff on site. Caretaker will not go into bubbles once the children come in. Caretaker will undertake outdoor work wherever possible rather than indoor work. Caretaker will follow all advice in this risk assessment for hygiene and social distancing. Caretaker will follow advice below for cleaners. (NB, working hours do not include a period of time over midday – caretaker to work his normal hours). Any jobs needed in the bubble rooms should be completed once children and staff have left.	L
G2	Risk of catching the virus - Cleaners	Cleaners Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Cleaners are employed by Kirklees – they will complete a risk assessment for their working. Lidded pedal bins will be used. All are trained in and use PPE for cleaning. Cleaners will not be in areas where the children are until at least half an hour after the children have left, they will clean toilets and communal areas first. Windows and doors will remain open until they close them. School has spoken to the group about health and safety measures. They will be informed if we have any confirmed cases before cleaning a certain room Cleaners are operating their full hours. Cleaners are based in specific bubble areas and responsible for their bubble. Posters displayed to remind cleaners of school staggered opening/ closing times for class cleaning.	M/L
G3	Risk of catching the virus by interacting with all children and staff – Kitchen staff	Kitchen Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Kitchen staff are employed by Kirklees who will complete a risk assessment for their working As a school we have put these measures in place to reduce risk: Lunches served in classrooms in the first instance. The staff will create a box of food which will be collected by an adult from each bubble, they will not need to have face to face contact. Kitchens are doing grab bags so all can be thrown away after use.	L

G4	Risk of catching the virus - Farm hand	Farm Hand Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	Should not come into the school building. Wash hands on arrival in the sink provided outside and before leaving. School will provide soap – but he can use his own if he is allergic to it. Children and staff will not be outside when you are caring for the animals. If you need to talk to a member of staff talk through the screen in the office. Use toilets at home if possible.	L
G5	Risk of catching the virus - Office staff	Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	H	No parents on site. All seats are at least 2m apart. Staff to communicate with the office through the phone or by email or at 2m distance if not possible to do it the other ways. See advice for deliveries and visitors above. Office staff to follow the other advice in this risk assessment including hygiene.	L

This risk assessment is used in conjunction with relevant health and safety policies and other relevant risk assessments.

Risk assessment key:

Likelihood across Severity of the consequences below	Highly unlikely	unlikely	likely	Highly likely
Slightly harmful	L	L	M	M
Harmful	L	M	M	H
Very harmful	M	M	H	H
Extremely harmful	M	H	H	H

H – high risk

M – medium/ moderate risk

L – low risk

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL NECESSARY PERSONS

The school must keep records that the necessary persons have read and understood the contents of this and any other relevant risk assessments. The necessary persons should sign a document which evidences that the employee has had the risk assessment explained to them and fully understands the hazards and will implement the identified controls.