



<b>School name and address:</b>	<b>St. Paulinus Catholic Primary School</b> Temple Road, Dewsbury, West Yorkshire, WF13 3QE	
<b>Activity / Environment Description:</b> Wider reopening of schools from 1 <sup>st</sup> June 2020 at the earliest. (Nursery, Reception, Year 1, Year 6 and children of critical key workers)	<b>Date of Assessment:</b> 19 <sup>th</sup> May 2020	
<b>Assessed by (name):</b> Sophie Hayes	<b>Date of Review:</b> As more information is released	
<b>Approved by (name):</b> Governors – meeting held 26.5.2020		

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

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)
Attendance					
A1	Spread of the virus between parents waiting at the gates.	Parents (which could lead to staff and pupils)  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death	<b>H</b>	School will request that only 1 parent drops off and picks up each child School will put markings outside to indicate 2m distances School open gates a little earlier than start times to let the children in and staff will man the playground School will clearly communicate process for drop off and pick up to parents. Children will come out a little before their end time and be ready to go as soon as parents arrive Staggered timings: 8.45 – 3pm: EYFS and Year 6 9 – 3.15pm: Key worker children and Year 1 8.45 – 11.45am: Nursery School will close at 1pm on a Friday and parents can collect from 12.30pm by arriving at their usual gate and requesting their child	<b>M</b>
A2	Spread of the virus and difficulties in managing a larger group of pupils arriving at once	Pupils, Staff  Catching the virus which could mean illness, lasting health issues	<b>H</b>	Staggered arrival times as above Key worker and Year 6 pupils will go straight to their bubble play area when they arrive (The playground will be split up and corridors created for movement) EYFS and KS1 pupils will go straight in to the KS1 main entrance and be greeted	<b>L</b>

		or a chance of complications which could lead to death		by staff they know Pupils only will be let through the gate, parents should leave straight away. Staff will be on duty Wash bowls and access to the toilets will be available for children to wash hands on arrival All staff will be on duty to manage and direct the children until the routines are established and then a rota will be created. 2 gates will be used: Y3 – 6 will use the top gate. KS1 and EYFS will use the bottom gate.	
A3	Spread of the virus to staff due to close contact with adults working in school and either parents or children	Pupils, Staff, parents  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death	<b>H</b>	PPE will be given to those manning the gates but they should stay 2m away from the entrance as a precaution. No parents allowed on site New staffroom has been set up to allow for social distancing Staff have received health and safety training on the measures we need to put in place e.g. social distancing and handwashing PPE is allowed, although not recommended, for use in classrooms – this is personal choice for the adults and children. SLT will keep up to date as possible with the scientific progress and thinking behind how the virus is spread and act accordingly. Isolation rooms (with PPE) for those showing symptoms of the virus are set up. Parents to keep school informed of health of their child (contact school if symptoms show or test positive for Covid-19). Children and staff who are ill should not attend school.	<b>M</b>
A4	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	<b>M</b>	School will advise parents travel on foot to school in accordance with Government advice Clear guidelines to remain 2m apart Liaised with Boothroyd on school timings and both have staggered in order to reduce traffic Drop and Go will not be running to limit adults waiting outside and protect staff School will request that only 1 parent drops off and picks up each child Reduced number of children attending both schools so traffic is less. Cones are put out on the roads so parents do not park on the school lines during school hours.	<b>L</b>
A5	Spread of the virus to staff manning the gates	Staff  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death	<b>H</b>	Staff volunteer for the role (currently SLT staff) Staff provided with PPE if they wish to wear it Staff will remain 2m from the entrance to allow children to enter without adults If a child will not leave the parent, the staff member will not go and take the child unless they feel it is safe to do so – techniques like verbal persuasion should be used in the first instance. School will fully inform parents of the routines for pick up and drop off and give reminders as necessary.	<b>M/L</b>

A6	Children with medical appointments arriving throughout the day and having come into contact with other possible carriers	Office staff, bubble occupants  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	<b>M</b>	We do not recommend that children with appointments attend that day. Children with medications should not attend unless their medications can be given outside of school (not applicable to asthmas sufferers – see further guidance below for vulnerable children). Individual circumstances should be discussed with SLT for a final decision Children who are poorly in any way should not attend. School will not issue any penalty notices or fine parents for non-attendance	<b>L</b>
A7	Spread of the virus due to sharing transport	Staff, pupils , parents  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	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) School buses are still running, children should be encouraged to sit spaced out and use the same seat every day. The bus company will also have a risk assessment in place. 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 in accordance with new guidance. School will encourage families to travel to school by walking.	<b>L</b>
<b>Room usage</b>					
R1	Spread of the virus due to the space being used being small or with poor ventilation	Staff, pupils, wider community  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	Dance studio, library and the small break out rooms across school will not be used The staff room will move to the hall where staff can spread out more to socially distance ICT suite will only be used by Year 1 (alternate weeks) and will be cleaned down in between uses and windows open for ventilation. Nursery room will be used for a small group (max 10) only. Cloakrooms will not be used. Furniture to be removed from the classrooms being used to support social distancing. All rooms should have their windows and internal doors open throughout the day – staff should wear clothing that allows for this. Maximum of 15 children and 2 adults in each room As many spaces as possible should be placed in each identified classroom, with social distancing in mind. (Maximum of 15) Furniture should be removed and stored elsewhere in order to increase the distance we can have between work stations. Where possible, the distance between the seats the children will sit at should be	<b>M/L</b>

				<p>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, the school anticipates we will begin with low numbers and numbers will increase as the weeks go on – classrooms will need to be planned with this in mind. We will not go over 15 children in one room unless guidance changes.</p>	
R2	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>	<b>H</b>	<p>Only used by year 1</p> <p>Cleaned down in between uses</p> <p>Children sat apart, not on adjacent computers</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 week in between 1 group using it and another.</p>	<b>M/ L</b>
R3	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>	<b>H</b>	<p>All bubbles have their own room.</p> <p>The only room being shared is the ICT suite – see extra measures above.</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 others rooms for lunch and should use the staff room if they wish to meet</p>	<p><b>M – toilets and ICT suite</b></p> <p><b>L – other rooms</b></p>
R4	Spread of the virus during lunchtime - Lunchtime arrangements	<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>	<b>H</b>	<p>Lunch will be served in the bubble classroom and will be along the lines of a packed lunch. Children are allowed to bring their own packed lunches.</p> <p>Lunch orders will need to be placed on the system and be with the office by 9.45am.</p> <p>A box will be prepared for each bubble which will be collected by a bubble adult or delivered by a member of SLT each day.</p> <p>Lunch should be eaten in the classroom or outside if weather permits.</p> <p>Staff must strictly police and dispose of the litter so as to not encourage rodents or pests.</p> <p>The lead teacher for the group should stay with the children when needed until their bubble lunchtime supervisor arrives at the door to take them outside</p> <p>Every bubble has its own play area outside and there are at least 2 members of staff in each big area to supervise the pupils.</p> <p>When the whistle is blown, children should line up keeping a distance between them, staff should demonstrate this routine in advance.</p> <p>All play equipment used should be washed down following lunchtime.</p>	<b>L</b>
R5	Spread of the virus as the bubbles come together for playtime and outdoor learning -	<p>Staff, pupils, wider community</p> <p>Catching the virus which could</p>	<b>H</b>	<p>Playtimes will be staffed by bubble group leaders</p> <p>Every bubble has its own play space and this is where children should play. They</p>	<b>L</b>

	arrangements	mean illness, lasting health issues or a chance of complications which could lead to death.		<p>should not interact with other bubbles</p> <p>There is a play box for each bubble that can easily be wiped down after play and is only used by that bubble.</p> <p>Staggered break times will happen if necessary</p> <p>Only 1 child should toilet in at once</p> <p>Playtime will be outside when possible</p> <p>Wet play will be inside and children will stay in their bubbles – staff can use films or socially distanced group games to have a break time. Staff will supervise their own bubble groups.</p>	
R6	Spread of virus with fruit / milk collection.	<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>	<b>H</b>	<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 by a member of SLT each day.</p>	<b>L</b>
<b>Organisation of people</b>					
O1	Spread of virus due to changing of adults	<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>	<b>H</b>	<p>Each bubble will have the same adults throughout</p> <p>First aiders linked to maximum of 2 bubbles</p> <p>First aid bags distributed - 1 per first aider</p> <p>PPA will take place on a Friday afternoon when the school is closed and staff will go home</p> <p>NQT time will be covered by ETAs in that group</p> <p>If a group leader is ill, the ETA will step up (agreed with staff prior to opening). Where this is not possible the school will assess this situation but it may mean that that group can't attend school that day.</p> <p>(see further steps if an adult or child displays symptoms of the virus)</p>	<b>L</b>
O2	Spread of the virus through too many people in one area e.g. classrooms, corridors and other key rooms	<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>	<b>H</b>	<p>Create bubble of people (max 15 children and 2 adults)</p> <p>Every bubble has its own outdoor play area</p> <p>Every bubble has its own room</p> <p>Movement around school is minimized and coordinated with other bubble groups</p> <p>No assemblies or parent invite events</p> <p>Parents will need to inform school in advance if their child will be attending and a place will be allocated with a start date for the Monday after the request.</p> <p>Seats will be distanced as far as possible but school notes that full social distancing is not possible, especially in the younger years. Parents will be made aware of this. In these cases the hierarchy of other measures will be followed:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> </ul>	<b>M</b>

				<ul style="list-style-type: none"> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing</li> </ul>	
O3	<p>Spread of the virus through movement in the classrooms and through school</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>	<b>H</b>	<p>Bubbles should have all they need and should not need to move around school. Many other rooms are closed and lunch will be brought to the classroom. Where movement is necessary, staff must coordinate with one another and ensure there is only 1 group moving at any time in one area. Toileting outside of break times should be minimised as far as possible and children should only go 1 at a time. Toilet cubicles will be marked up for bubble groups to reduce minimizing and staff should communicate with each other as far as possible if someone has gone to the toilet (e.g. through an updateable google doc)</p> <p>Children should work at their work stations and movement in class should be minimised as far as possible. This will be more of a challenge in some year groups over others and it is recognised it is unlikely to be possible to fully social distance in the younger years. In this case the hierarchy of measures above should be followed.</p> <p>Staff are trusted to make decisions that have the best interests of the children and Health and Safety principles (handwashing, distancing as much as possible) at the core. If they need advice, the Head and DHT are contactable.</p> <p>All classrooms have sinks for handwashing, where a sink is not available classes should use washing up bowl stations. Children and adults should wash their hands on entry, after break, before lunch and after lunch break, at the end of the day.</p> <p>There will be no assemblies – classes will need to do a daily worship instead. There will be no plays or parent invite events.</p> <p>Staff will ensure that every pupil has all the resources they need at their workstation in the equipment boxes – this will minimise movement.</p> <p>Each class has a medical / cleaning / PPE bucket, stocked with resources and equipment that they require and have received training on how to use this..</p> <p>Staff will go to a child who has their hand up if needs be, following health and safety measures, but children will not be coming up to the board or to the teachers desk and things like group work or talk partners will also not take place.</p>	<b>M</b>
O4	<p>Unknown numbers of pupils and their requirements</p> <p>Unsatisfactory supervision leading to accidents or the spread of the virus</p>	<p>Staff, pupils</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p>	<b>H</b>	<p>Parents will need to inform school if needing a place for their child at least the week before that child needs a place. The child will be able to start on the Monday after the notification.</p> <p>Teacher will allocate each child a bubble so that children are evenly spread (friendships, SEMH and behavior will be taken into account when doing this)</p> <p>Parents will need to let school know pertinent information e.g. bus, school</p>	<b>L</b>

		Injuries, impact to mental health, staff being overwhelmed.		dinner in advance etc. Parents to provide school with any medications to stay in school Parents can contact either by email, through a google form or by phone to the office. Available staff have been audited and we can accept a maximum of 210 children – key workers first, reception, year 1 and then year 6. If we have an increase of one of the priority groups, we will need to reduce the year 6 groups first, then Y1 etc.	
<b>Safeguarding – first aid, fire safety, medications, site safety</b>					
S1	A person in need of first aid cannot get the support needed	Staff, pupils  Risk of serious injury or further damage	<b>H</b>	Staff given rota sheet that identifies who their first aider is and where to find them 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 and Key Stage 2. 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 First aiders are full time DHT or AHT will step up to cover any first aider absences	<b>L</b>
S2	Risk of injury or death if there is a fire in the school - Fire safety. Staff 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	Staff, pupils  Injury, burns, death,	<b>H</b>	Fire wardens identified and have received training on their role. Fire wardens will direct children to leave, close any doors and specific rooms for them to check for any stragglers on the way out have been identified Fire drill will happen in the first week and follow up ones will happens until all are used to where to go. All staff have been directed to their fire exit and assembly point All other normal fire safety practices will be completed 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. 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.	<b>L</b>
S3	Spread of the virus due to touching of doors, including fire doors	Staff, pupils, wider community  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.  Fire can spread easily	<b>H</b>	All internal doors that are in high traffic areas e.g. route to the toilet, including fire doors, will be propped open. These doors must be closed as pupils exit the building upon the sounding of the alarm. Fire wardens must close these as they leave the building All fire doors must be closed after the children have left for the day. Items used to prop doors open are easily removed Pupil coats and bags to be stored in class, with class teacher monitoring storage around desk to ensure coats, bags, PE Kits and resource trays are not blocking fire exits and aisle.	<b>L</b>

S4	Child needs medication, usually administered in the office bubble – risk of spread of the virus to another bubble	Staff, pupils, wider community  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.  Child not receiving medication	<b>H</b>	Children with medications should not attend unless their medications can be given outside of school (not applicable to asthmas sufferers – see further guidance below for vulnerable children). Individual circumstances should be discussed with SLT for a final decision Where medications are given in school – as far as possible medication should stay in school and not go home every day. 2 adults from their bubble should administer it 1 adult should administer, the second check the dose and the medical form signed by both. Children should not come to the office for their medication.	<b>L</b>
S5	The site is unsafe and more open to the outside due to doors and windows being open	Staff, pupils  Intruders, harm to school community, risk of virus spreading	<b>H</b>	All normal safeguarding procedures such as gates and outdoor doors should be closed and locked throughout the day. The caretaker will undertake his normal site safety walks Staff should report any concerns immediately to a member of SLT Follow up activities will happen in response to any site safety reports Staff will use the normal gates for entry and exit Staff taking children directly to parents, if they are being sent home to communicate their ‘exit time’ to the school office. Pupils will be appropriately supervised whilst on site. Lockdown alarm is operational	<b>L</b>
S6	Pupils are vulnerable or at risk with regards to their safety at home	Pupils, parents, staff  Safeguarding issues that result in a child being abused: neglect, physical, emotional etc.	<b>H</b>	DSL available in school and contactable by school internal phone lines / email. Staff able to record concerns using CPOMs. DSL available in each area of school / office. Operation encompass concerns directly input into CPOMs by Local Authority. Any live Child Protection cases will continue to be checked in on by DSL team. DSL teams have kept in touch with vulnerable families during lockdown and will continue to do so. Staff to provide opportunities for children to talk and tell them 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.	<b>L</b>
S7	Risk of child missing in Education	Pupils  Safeguarding issues that result in a child being abused: neglect, physical, emotional etc.	<b>H</b>	Parents will need to inform school if needing a place for their child at least the week before that child needs a place. The child will be able to start on the Monday after the notification. Registers to be completed using school system and communicated to the office. First day call protocol to kick into action for pupils who are registered as having a place.	<b>L</b>

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.	<b>H</b>	Individual children who need physical restraint or close working with a 1:1 adult will be risked assessed and it may be deemed that it is unsafe for them to return at this time. There are no spare adults to complete 1:1 working under the current staffing ratios, this will be reviewed once the picture changes and as such, it would not be suitable for these children to be in school at this time.	<b>L</b>
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.	<b>H</b>	Individual children with SEND needs will be risked assessed, but it may be that it is not safe for them to return at this time – this will be kept under review. There are no spare adults to complete 1:1 working under the current staffing ratios, this will be reviewed once the picture changes and as such, it would not be suitable for these children to be in school at this time. Children who show poor behaviours including spitting and biting, will be asked to leave and their place be removed in the interest of the safety of others. This is not the same as an exclusion – the risk assessment shows that children who behave in this way would be a high risk for others in the school.	<b>L</b>
Presenting with coronavirus					
C1	Adult presents with symptoms of coronavirus  Risk of passing on the virus which could have serious health consequences, accidents due to poor/ no supervision of the bubble group	Staff, pupils, parents  Serious health consequences, accidents, injuries, impacts on mental health	<b>H</b>	Any staff member displaying symptoms must not come into school/ must go home as soon as the symptoms appear. They should ring 111 for advice and they should apply for a test to confirm their suspicions. The results of that test should be shared with SLT so that further actions can be taken. Staff should stay away from school for 7 – 14 days (depending on their home circumstances) if they feel unwell to mitigate against false negative tests. Staff presenting with symptoms and confirmed tests will be shared with the larger group so that everyone can be extra vigilant. Where possible, their bubble group will change rooms Every effort will be made to continue the bubble group e.g. TA will take on the group or partner teacher will take on the group but if supervision ratios are not possible – the bubble will be closed until that adults return (we will avoid getting supply into school) Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms Nurture support will be offered and parents will be directed to support for them.	<b>M</b>
C2	Child presents with symptoms of coronavirus	Staff, pupils, parents	<b>H</b>	Parents will be encouraged to take a child's temperatures before bringing them to school in the morning.	<b>M</b>

	Risk of passing on the virus which could have serious health consequences	Serious health consequences, child feeling unwell, child distressed		<p>If a child shows symptoms, the must be isolated in a well ventilated room (as should their siblings).</p> <p>The sickbay rooms for the different groups have been identified, with PPE available for staff who may need to look after the child.</p> <p>The rest of the class should work outdoors for as much of the day as possible so the room can be cleaned</p> <p>The adult should then contact the office via phone and they will contact parents to collect.</p> <p>Parents should come and collect their child immediately</p> <p>The phone should be wiped down</p> <p>An adult should monitor the child but stay 2 m away – where closer support is needed due to age or emotional state for instance, PPE should be worn and is provided by school.</p> <p>The child will be escorted to their normal pick up or drop off gate via the outside rather than through the school</p> <p>The office will follow up with the parents until we have the results of the test. Positive results will mean no return to school for at least 14 days. If negative, the return date will be negotiated with a member of SLT but will be at least 7 days. Where possible the bubble group should move to a different room that week so their normal room can have a deep clean.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</p>	
C3	A confirmed case is linked to school	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	<p>Kirklees will be informed</p> <p>A deep clean of the room used by the confirmed case will take place</p> <p>Parents and staff will be informed and dates will be given so that all can monitor their symptoms</p> <p>School will follow Kirklees directions in any further steps</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where</p>	<b>M/L</b>

				settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	
C4	Mis-use of PPE that spread the virus	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	<p>Staff have received training on health and safety PPE must be used correctly and it is the staff responsibility to do this Children wearing facemasks – parents must teach their child how to use it correctly, they are only needed when working indoors, children who are messing about with them should leave them in a plastic bag and adults should let the parent know they need more training as this could result in the further spreading of the virus. School will spread the Government message that PPE is not needed in day to day schooling. St Paulinus have decided to take the position that, we will allow any staff member or pupil to wear whatever PPE they feel will help them to feel safe. However, we take no responsibility in the correct use of that PPE and it is the responsibility of the person wearing it (or parent) to look after it and use it correctly. School will provide a suggested sensible and safe use of face masks as a guide Appropriate PPE will be provided for things like first aid, cleaning, changing nappies For those on gate duty, PPE will be provided if the person undertaking those activities wishes to use it. Again, this is staff decision and we take no responsibility for its use, it is their responsibility to use it correctly and to clean it/ dispose of it as needed afterwards. Staff training will be provided with the recommendations of using PPE PPE should be disposed of correctly into the lidded pedal bins which will be double bagged. These will be emptied daily.</p>	<b>L</b>
<b>Hygiene</b>					
H1	Spread of coronavirus through touch points	Any one in the school: Child, adult etc.  They may catch the virus and become ill that could lead to death.	<b>H</b>	<p>Frequently touched surfaces should be cleaned down by spraying the surface then rubbing it with a cloth and rinsing the cloth in the sink. Blue cloths for general use, green for the toilets and pink for the sinks. This should happen, first thing in the morning, at break, at lunch, and at another point that staff feel necessary e.g. if a child sneezes. Every class will be provided with their own cleaning supplies and gloves. Touch points to be cleaned include desks, chairs, light switch, door handles, railings, computers etc Staff have received training regarding arrangements for marking pupils work (books should be touched as little as possible, we advise the use of ticks and green highlights, no long comments, use of OF and that staff consider leaving</p>	<b>L</b>

				books for at least 6 hours before marking – staff must not take books home and must wash their hands before and after touching the books)	
H2	Spread of the virus through use of the toilets	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	<p>Toilets will need to be wiped down regularly also, surfaces should be sprayed, wiped and the cloth rinsed. (Kirklees cleaners will do them thoroughly on an evening)</p> <p>Blue cloth for general, Green cloth for wiping toilets, Pink cloth for wiping sinks. Staff should concentrate on wiping the toilet seat, locks and handles of the door and taps. (Hand-driers will be put out of use)</p> <p>This should be done after break, and after lunch every day.</p> <p>Staff toilets – 1 person in at a time.</p> <p>When you have done you must wipe down the seat, flush handle, door lock and door where you opened it, taps, main door handle, and light switch if used.</p> <p>Visits to the toilet for children should be minimised where possible but should still be allowed as needed.</p> <p>Signs will be put in the toilets to show which cubicles each bubble group can use. Signs reminding of cleaning for toilets displayed.</p> <p>Toilets will be provided with soap – please let DHT and SBM know if supplies are running low.</p> <p>Staff and pupils should use paper towels to dry their hands and place these in the lidded pedal bins provided. These bins will be lidded pedal bins once they have arrived.</p> <p>These bins will be emptied daily. If they are full they should be emptied more often and placed in the bins outside.</p>	<b>L</b>
H3	Spread of the virus through sharing equipment (play, sports and educational)	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	<p>See section below for further information on sharing resources</p> <p>Equipment that will be shared must be cleaned between uses using soap and water or the spray.</p> <p>Staff will need to take particular care of outdoor play and PE equipment.</p> <p>Each bubble group have their own set of cleaning / first aid and PE equipment.</p> <p>Each child and adult should have their own set of equipment that they do not share with others</p>	<b>L</b>
H4	Spread of the virus - handwashing	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	<p>There will be soap and water in every room – soaps can only be provided that have been approved by school and the relevant safety data sheet has been checked and remains on file.</p> <p>If any person, child or adult, is sensitive or allergic to the soaps provided, they should bring their own soap to school. This soap cannot be used by others.</p> <p>Every room will be provided with hand sanitizer, although it is recognised that soap and water are a better solution for getting rid of the virus and these will be</p>	<b>L</b>

				<p>used in the first instance.</p> <p>Lunch time supervisors will be provided with hand sanitiser to use on the go.</p> <p>Posters showing good handwashing technique will be displayed in key areas</p> <p>Children will be trained how to wash their hands effectively</p> <p>Handwashing will take place on entry, after break, before and after lunch, and at any other point needed e.g. when you leave the room/ come back in from outdoor learning</p> <p>Handwashing for an individual will take place if anyone coughs or sneezes</p>	
<b>Teaching and learning</b>					
T&L 1	<p>Spread of the virus - Children are unable to social distance e.g. EYFS and adults need to come within 2m.</p> <p>EYFS specifics</p>	<p>Staff, pupils</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p>	<b>H</b>	<p>EYFS ratios will be maintained</p> <p>Nursery will be split over the 3 groups so they have older children to model expectations</p> <p>Parents will be fully informed of what learning will look like</p> <p>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>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</p> <p>Where not possible, the hierarchy of measures will be used:</p> <ul style="list-style-type: none"> <li>• avoiding contact with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices</li> <li>• regular cleaning of settings</li> <li>• minimising contact and mixing</li> </ul> <p>Soft furnishings and things difficult to clean will be removed</p> <p>Each child will have a "work station" with a variety of equipment e.g. lego bricks etc.</p> <p>Staff have the option to wear PPE if they wish – and children will be allowed to wear masks if parents wish.</p> <p>The outdoor area will be used as much as possible.</p> <p>There will be no more than 15 pupils in a bubble</p>	<b>M</b>
T&L 2	<p>Spread of the virus if normal teaching practices were implemented</p>	<p>Staff, pupils</p> <p>Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.</p>	<b>H</b>	<p>Every child will be allocated their own work station</p> <p>Every child will have their own equipment box that they must not share</p> <p>Workstations will face in one direction</p> <p>Workstations will be spaced as far apart as possible</p> <p>Soft furnishings and things difficult to clean will be removed as far as possible</p> <p>Equipment boxes will have a small selection of books in their own box. These can be cleaned down and left for 6 days before being passed on to someone else's box</p> <p>Pupil work books to be left open to the page of working to enable teachers to mark and limit touch</p>	<b>M</b>

				Marking to be light to avoid sustained contact with books, teachers have been advised for marking to occur the next morning to minimise risk	
T&L 3	Virus being transmitted between home and school	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	No homework or reading books are to be sent home – we must reduce what is coming back and forth to school. Pupils will be provided with a pencil case Children should bring their PE kit on their first day and this should stay in school until their last day. Teachers must not take books home. A water bottle should be brought in that stays in school for the week (drinking fountains will not be in use but can be used to fill water bottles if necessary) Coats brought in from home stay within children’s individual work stations.	<b>M/L</b>
T&L 4	Virus transmitting between staff and pupils during work	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	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, make sure you 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 masks to be worn in the classroom but staff and pupils are responsible for their use – this is a personal choice. Activities such as group work and talk partners will not take place.	<b>M</b>
T&L 5	Virus being transmitted due to normal sharing resources	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	Resources must not be shared between bubbles or between people – e.g. children must have their own equipment that is not shared – where it is shared it will need to be cleaned with soap and water beforehand. School will provide each child with their own set of resources Teachers should also make sure they are not sharing resources such as pens etc If one person is printing for all/ cutting up for all, they should make sure that there is 6 hours in between people touching it. School recommends that adults prepare their own physical resources for their own bubble only. Each bubble has its own sports and play equipment School limiting the use of worksheets to reduce shared touch of sheets.	<b>M/L</b>
<b>Visitors to school site</b>					
V1	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	<b>H</b>	No face to face meetings will take place without prior approval from SLT. There are very few occasions where this will be approved. Any communication with school should be through phone calls or to the	<b>L</b>

		could lead to death.		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.	
V2	Deliveries – could transmit the virus to staff and pupils 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.	<b>H</b>	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. Orders must continue to be approved by Head and SBM before being processed. Non-essential orders will not be made unless approved by the Headteacher. Deliveries for food will continue to run in the same way as they do now. 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 his hands before entering the building. Deliveries should be placed in the DHT office. The staff member receiving the delivery is responsible for wiping down all frequently touched surfaces. Deliveries should be unpacked straight away, packing disposed of outside of school and hands thoroughly washed afterwards.	<b>M/L</b>
V3	Workmen – could transmit the virus to staff and pupils	Staff, pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	Work men on site need prior approval and to implement our expectations with cleaning, hygiene and social distancing. 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. School will inform staff of any workmen on site. Wherever possible jobs to be done in school will be done out of school hours. The staff member receiving the workmen is responsible for wiping down all frequently touched surfaces and instructing the hygiene protocol of the school.	<b>L</b>
V4	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.	<b>H</b>	Staff working in the office areas, cleaning staff and caretaker should implement all expectations with hygiene, cleaning and social distancing. Staff within the school can also liaise with the office by using phones and emails. 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	<b>L</b>

				where ever possible they should speak through the screens in the offices.	
Specific staff and groups not linked to classrooms					
P1	Risk of catching the virus - Caretaker	Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	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 below advice 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	<b>M/L</b>
P2	Risk of catching the virus - Cleaners	Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	Cleaners are employed by Kirklees – they will complete a risk assessment for their working. Lidded pedal bins will be used. All bins must be double bagged 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. Windows and doors will remain open until they close them School has spoken to the group about health and safety measures All staff have been asked to leave the site by 4.15pm so the cleaners are less likely to come in contact with staff as well. They will be informed if we have any confirmed cases and not clean those rooms until the 7 days has passed. Cleaners are operating their full hours. Cleaners are based in specific bubble areas and responsible for their bubble. Cleaners advised to clean corridors and toilet areas first. Posters displayed to remind cleaners of school staggered opening times for class cleaning.	<b>M/L</b>
P3	Risk of catching the virus by interacting with all children and staff – Kitchen staff	Staff Catching the virus which could mean illness, lasting health issues or a chance of complications which	<b>H</b>	<b>Kitchen staff are employed by Kirklees who will complete a risk assessment for their working (especially how they interact with each other)</b> As a school we have put these measures in place to reduce risk: Implemented above measures for lunchtimes – children will not come to the hall	<b>L</b>

		could lead to death.		so kitchen staff will not have contact with children. The staff will create a box of food which will be collected by 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.	
P4	Risk of catching the virus - Farm hand	Geoff Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	Don't come into the school building Wash hands on arrival in the sink provided outside on arrival and before leaving School will provide soap – use your own if you are 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	<b>L</b>
P5	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.	<b>H</b>	No parents on site All seats are at least 2m apart Staff to communicate with the office through the phone or by email See advice for deliveries and visitors. Office staff to follow the other advice in this risk assessment including hygiene	<b>L</b>
<b>Staff and pupil well-being</b>					
W1	Some staff not linked to their normal year group could have an effect on children and on the adult	Staff Children's education being harmed or accidents linked to not knowing the children	<b>M</b>	Younger year groups are paired up with at least one adult they know Children's current teacher will organise the groups according to what they know about the pupils, taking into account their mental Health.	<b>L</b>
W2	Staff struggling with the changes, the pressures of the new way of working and anxieties linked to coronavirus	Staff Reduced confidence which could lead to being ineffective and mistakes being made that could affect the implementation of this risk assessment	<b>M</b>	PPA will be provided for every teacher on a Friday afternoon when the school closes at 12.30pm NQT time will be allocated with the bubble ETA covering but it will take place as part of the earlier finish time over the week. Support staff will be able to step up for short periods of time to allow essential management time e.g. SENDCo time or NQT time Staff in the younger years are paired with someone in their bubble who knows the year group to support anyone new to year group. Y5 teachers are used to split the year 6 children Planning and marking expectations have been made clear by leadership Leadership will not be undertaking any official monitoring but are available to support Staff have been asked to share planning out All staff will be working their normal hours – no overtime/ extended hour Leadership will be present and visible/ in school every day (contact numbers available on google drive if needed for out of hours support) Face to face health and safety training has taken place for staff. CareFirst phone number shared with all staff to support with emotional well-being (confidential 24/7 service).	<b>L</b>

				School has access to Catholic Care services for support. HT provided staff with PowerPoint presentation of school routine, for staff to refer to. Checklist to support with the daily expectations.	
W3	Staff struggling with anxiety linked to working in schools during the outbreak or suffering a bereavement	Staff Reduced confidence which could lead to being ineffective and mistakes being made that could affect the implementation of this risk assessment Long term impacts on mental health	<b>M</b>	School purchases employee support services from Kirklees Staff have been given the CareFirst phone number for confidential telephone counselling 24/7 School shares all information with staff that is given to them School will inform staff if we have any suspected and confirmed cases School will support staff who wish to wear PPE but this is their choice and their responsibility to use in the correct way School has access to Catholic Care services for support Face to face health and safety training has taken place for staff. SLT are available to offer support where needed	<b>L</b>
W4	Staff who are shielding, live with a shielding relative or on the vulnerable list are at greater risk if they catch the virus	Staff Serious illness, hospitalization death	<b>H</b>	Staff who are shielding will be working from home – this has been discussed with them Staff on the vulnerable list will be carrying out work where stringent social distancing measures can be maintained e.g. they are working in a large room, part time and making resources for everyone rather than working with the children. Individual RAs have been done for shielding and vulnerable members of staff Staff are responsible for informing SLT if they qualify for either of these lists of if their circumstances change Staff will be kept up to date through emails and trips into school when necessary Deadlines will be expected to be met, however, school recognises that staff working from home will have other responsibilities e.g. child care and so do not stipulate specific hours for working during the day	<b>L</b>
W5	Pupils struggling with the change in routines and environment	Pupils Impact on mental health Upset, unease, children associating school with being scared and unhappy	<b>M</b>	We will wear uniform Staff will take into account pupil mental health when deciding which child will be in which room EYFS staff and the year 2 rooms being used are sharing resources so that the children can still access a form of provision Behaviour policy and home school agreement will be sent out before they start for parents to talk to their children about it. 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	<b>L</b>
W6	Vulnerable pupils who are home learning being isolated	Pupils Impact on mental health which can have long term effects	<b>M</b>	Nurture team are aware of pupils who will need continued support at home and will continue to check in with them in the usual ways (phone calls, socially distanced home visits)	<b>L</b>

				Actions will be taken in-line with the needs of the child Nurture team will signpost parents to other agency support as appropriate (stronger families, online counselling etc)	
W7	Pupils who are shielding or vulnerable or living with someone who is shielding: Increased risk of serious complications if they caught the virus	Pupils Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	These pupils should not attend school at this time. Vulnerable children - Parents will be informed of what school will look like so they can make a decisions as to whether their child should attend As stringent 2m social distancing cannot be enforced, we would recommend vulnerable children do not attend either. There will be no penalties for children not attending – it is parental decision	<b>L</b>
W8	Risk of catching the disease to those who are thought to be more at risk of serious complications: BAME, older people, those with diabetes and those with a high BMI	Staff, pupils, parents  Catching the virus which could mean illness, lasting health issues or a chance of complications which could lead to death.	<b>H</b>	School to keep up with current advice and share with any families/ staff who fall into these categories. School to speak to any parents of children that fall into these categories as needed to ensure they are aware of the dangers To implement social distancing and good hygiene and handwashing across the school to protect these individuals. In nearly all cases where a staff member is involved in one of these groups – the school will be following the above actions for vulnerable members of staff.	<b>M/L</b>
<b>Uncertainties</b>					
U1	Unknown hazards due to unforeseen issues at the start and end of the day	Staff, parents, pupils Injuries, virus spreading points, parent queries	<b>M</b>	Children will return on a staggered return: Monday – key worker groups Tuesday – as above plus year 6 groups Wednesday – plus Y1 Thursday – plus reception Friday – plus nursery  Clear guidance for parents will be given	<b>L</b>
U2	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	<b>M</b>	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.	<b>L</b>

***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.