

Consideration of the model below has helped create the following Risk Assessment.

SCHOOL ASSESSMENT

- › Communicate and monitor local knowledge of COVID-19 cases and prevalence
- › Monitor student and staff absences
- › Ability to screen students and employees for symptoms or history of exposure to COVID-19
- › Adequate staffing (for additional cover)
- › Adequate space for social distancing
- › General school hygiene facilities e.g. regular cleaning, sanitisers
- › Adequate wash facilities and changing rooms
- › Intensify cleaning and disinfection
- › Adequate dining facilities
- › Appropriate curriculum



STUDENT ASSESSMENT

- › Transportation
- › Behavioural assessment
- › Adequate personal equipment and stationary
- › Provision of lunch where relevant
- › Awareness and importance of social distancing
- › Training on hygiene at school and after school



TEACHER/STAFF ASSESSMENT

- › Individual risk assessment*
- › Training in social distancing
- › Training in personal protective behaviours
- › Remote teaching or other adjustments (if high risk)
- › Training on health and safety protocols



FAMILY/CARERS ASSESSMENT

- › Individual family member risk assessment*
- › Family make up e.g. multigenerational family
- › Family members shielding or high risk
- › Training in personal protective behaviours
- › Training in social distancing
- › Encourage to assess and report child for signs and symptoms of possible COVID-19



*INDIVIDUAL RISK ASSESSMENT

Six factors need to be considered:

1. Age: Those aged over 70 have already been identified clinically vulnerable
2. Sex
3. Clinically vulnerable people: Those with underlying health conditions or co-morbidities
4. Ethnicity: Those of BAME appear to be at increased risks, particularly aged above 55 or have co-morbidities
5. Pregnancy in particular those who are over 28 weeks or have underlying health conditions
6. Disabilities identified which may be the subject of reasonable adjustments

Aspects to consider	Satisfactor y (tick)		Who is affected? Staff (S) Children (C)	Is further action necessary – Risk Control (comment)			
	Yes	No		What	By when	Comple ted	Additional Risks Noted
<p>Travel to and from school:</p> <ul style="list-style-type: none"> • Pupils will travel to school with parents either in own cars or by foot. Some pupils arrive in booked taxi. • All gates opened for entry to school with assigned playgrounds for waiting areas. Parents to remain on playground, not enter building. 	√		S&C				
<p>Reception Area at Main Entrance:</p> <ul style="list-style-type: none"> • 2 metre distancing carpet in main entrance to show (for contractors/service such as gas/water staff) where to stand on entry to the building. • Signage outside the entrance to remind adults of distancing rules. • Hand sanitiser on main desk for visitors to use. 							
<p>Entry to School for start of school day / Exit to school for end of the school day:</p> <ul style="list-style-type: none"> • Educational visitors to school by prior arrangement only. • Parent not to enter building, unless prior arrangement made. • All children to wash hands on entry to classroom. • All classes to use outside doors to enter building. 	√		S&C				
<p>Assignment of Class Year Group Areas:</p> <ul style="list-style-type: none"> • Each class year group will have own; classroom area, outdoor access entry and exit, hand washing facilities with soap, paper towels, hand sanitiser and cloakroom area. Each class will have PPE equipment (in case of ill child) paper towels, hand wash, antibacterial gel and wipes. • Children to use same peg each day to keep belongings during the day. • Children to use own water bottles for drinks during the day. • Classroom doors to cloakroom areas to be kept open to minimise need to touch handles. Doors to hall to be kept closed and opened by staff only. 	√		S&C	<p>Computer rooms and science lab to be used with clean in-between classes.</p> <p>Staff to maintain 2 metre distance where possible.</p> <p>If local case numbers rise, face coverings and a return to bubbles</p>	immediate	√	

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<ul style="list-style-type: none"> Library to be used by any classes following agreed rota. Outer doors and windows to be open when in classrooms to aid ventilation. During colder weather, doors to be closed with windows open whilst pupils in class, with door opened during breaktimes to 'refresh' the air. Hands to be washed throughout the day with 'catch it, kill it, bin it' followed. Hands to be washed: when children arrive at school, when they return from breaks, when they change rooms, before and after eating. 				may be advised by LA.			
<p>Playtime and Lunchtime Provision:</p> <ul style="list-style-type: none"> Playtimes in Key Stage groups with adult supervision. Each Class will have own allocated lunch hall space with allocated lunch places per pupils. Children to sit in one group of 30. Staff to hand tray and cutlery to each child to minimise children touching lots of cutlery (KS1/EYFS) Entry into lunch hall for each Class is staggered. Hot lunches and packed lunch offer for all children and staff. All surfaces and chairs wiped by site staff in between class use. Markers for safe lining up for lunch in hall has been placed. 	√		S & C				
<p>Fire Drill:</p> <ul style="list-style-type: none"> A fire drill will be held during the first term so all pupils and staff are aware of protocol. Class staff to leave their allocated class space via the outside doors for each classroom, walk round the school building, not passing the kitchen and science lab area and assemble in lines on the KS2 playground. Class staff to take a head count to ensure all pupils present. Admin staff to open car park gates ready for fire service entry. SLT to conduct sweep of the building to ensure all have exited. 	√		S & C				

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Staff PPA, toilet and Break Space: <ul style="list-style-type: none"> Staff room to be used, with computer room as back up if needed for space. Tea/Coffee for staff set up with antibacterial wipes to wipe areas after use. Antibacterial wipes to wipe down area after use for PPA will be provided. Staff must wipe down used areas. Staff toilets will have wipes to wipe down areas after use, site staff will also be onsite to clean through the day. If toilet has a lid, to be put down after use. 	√		S & C				
Music 1 to 1 lessons: <ul style="list-style-type: none"> All music lessons face to face using music room with windows open. Teachers to maintain 2-meter distance. LF Test to be completed twice a week alike school staff. 	√		S & C				
First Aid: <ul style="list-style-type: none"> Each class will have a first aid kit with access to the main first aid cupboard in the main hall for staff to access. Serious first aid cases should be recorded on Federation Accident Forms as normal to be passed to Kelly Jackson. PPE equipment and hazard bags available to use when dealing with first aid. Playground first aid bags to have gloves to wear when dealing with first aid outside. 	√		S & C				
Child arrives at school with symptoms: <ul style="list-style-type: none"> If noted on arrival send home with parents immediately. Take child to isolation area to be supported by Kelly Jackson and Rachael Coyne, parents to be contacted and asked to collect child immediately. PPE equipment and hazard bags available to use when dealing with ill child. 	√		S & C				

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Child becomes ill with symptoms: <ul style="list-style-type: none"> Take child to isolation area to be supported by Kelly Jackson and Rachael Coyne, parents to be contacted and asked to collect child immediately. Parent advised to access PCR test for child. PPE equipment and hazard bags available to use when dealing with ill child. Adult becomes ill with symptoms: <ul style="list-style-type: none"> Notify Kelly Jackson and Rachael Coyne immediately. Send staff member home. Staff advised to access PCR Test. PPE equipment and hazard bags available to use. 	√		S & C				
Safeguarding: <ul style="list-style-type: none"> All class to be supervised at all times by 2 staff allocated (playtimes tag-teamed but SLT on call at all times). Staff to pass on any concerns regarding pupils, parents or staff under Safeguarding Policy procedures. DSLs will be present at Catmose Primary. 	√		S & C				
Planning and Provision: <ul style="list-style-type: none"> Planning for classes and groups in school (see home learning below) Class teacher to plan for in school learning. PPA time in school for planning. Class teacher to plan for any home learners (Covid or illness) each day using Class Dojo as virtual classroom for these pupils. 	√		S & C				
Intruder discovered on site: <ul style="list-style-type: none"> Staff training to ensure all know the procedure; Stranger challenged immediately by one member of staff while another manages the children. 	√		S & C				

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<ul style="list-style-type: none"> Stranger asked to move from children to isolated area outside the building while identity is ascertained. If outside, move children indoors while one member of staff remains with the stranger. If identity not revealed, warn the police will be contacted should they fail to leave. If refusing to leave, call 999; if necessary call for support from other staff. Staff to move children into rooms with doors and close the doors. Once 999 is dialled and children secured, contact one of the named officers. Numbers on display by telephones. 'Lock down' policy shared with all staff. Run, Hide, Tell training for all staff. Staff to call 999, using 555 code if needed. 							
<p>Children playing outside:</p> <ul style="list-style-type: none"> High levels of staff supervision when outside; staff proactive in supervision of play checking all areas throughout the playtime. Children warned of hazards according to the time of year. Gates locked to ensure no children can leave the site. Playground equipment checked for safety as sessions go on. Equipment not used in event of slip hazards due to rain or snow. Perimeter fences high enough or bushes in place to avoid line of sight from the community. Garden areas, field areas and playgrounds sealed and locked at all times. Head counts taken throughout the outside session to ensure all children accounted for. If staff need to leave outside area to attend to a child, ensure other staff are aware / who they are dealing with. Staff to head count class as they come into school. Staff on duty to ensure First Aid bag is outside. 	√		S & C				
<p>Lunchtime hazards:</p> <ul style="list-style-type: none"> High levels of staff supervision. Calm eating environment established to minimise risk. 	√		S & C				

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<ul style="list-style-type: none"> • Staff trained in first aid in case of choking, burning, etc. • Food served at a temperature that will minimise the risk of burning. • All cleaning sprays to be kept out of children's' reach. • Kitchen door to be kept shut at all times. • Staff to bring class into hall to allocated space. • Each table and all chairs will be wiped down using anti-bacterial spray after use to limit contact spread. 							
<p>Indoor hazards:</p> <ul style="list-style-type: none"> • Children to remain in allocated class during lessons. • Make sure all doors to other areas are kept closed at all times. • Children are supervised in the room at all times. • Indoor equipment is checked for safety as the sessions go on. • Electrical items are PAT tested annually. • Door to outside area is kept closed when not in use. • Door to outside area to be secured when free flow session is in progress – gates securing the outside area kept locked at all times. • Ratios always lead to high levels of staff supervision (30:2 in each class). • Head counts taken throughout the indoor session to ensure all children accounted for. • If staff need to leave indoor area to attend to a child; ensure other staff are aware / who they are dealing with. • Doors in KS2 can be opened from inside as fire doors. Staff to be aware of this risk. Staff will unlock the classroom access in the morning when they are using the rooms to prepare for lessons and will monitor outside door access. • Hall fire doors to be kept shut during lesson sessions. 	√		S & C				
<p>Intimate Care and PE changing:</p> <ul style="list-style-type: none"> • Intimate care policy in place for staff to protect themselves and 	√		S & C				

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<p>the children in their care which requires them to;</p> <ul style="list-style-type: none"> Always have the toilet door open when in the toilet/changing area. Always be in sight and sound of other members of the staff team. Explain to the child that you need to clean them up. Where applicable children to clean themselves as much as possible with support from staff. Students or trainees are not allowed to change children. All staff hold a relevant DBS check. <p>Changing for PE:</p> <ul style="list-style-type: none"> All KS1 and lower KS2 classes to change in classrooms. Older upper KS2 classes to allow use of toilets to change for privacy in staggered groups. Ash and Beech Class children to be asked bring spare clothes in case of toilet accident. If wet accident – children to change themselves. If solid accidents, KJ to call parents to change or KJ to change wearing PPE equipment. 							
<p>Failure to collect child:</p> <ul style="list-style-type: none"> Parents contacted immediately in the instance of the parent failing to give notice. If unavailable, emergency contact called immediately. If not contacted by parents within 30 minutes, contact social services duty team on 01572 758407 and update the named officers. If after 5pm call the duty team emergency number and update named officers. If advised to do so by duty or by a named officer, contact the police or if social services not available call police. SLT always available to support staff during working hours. Signed slips for year 5 and Year 6 children who are allowed to walk home independently. 	√		S & C				

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<p>Lost Child:</p> <ul style="list-style-type: none"> • If a child is noted as missing, keep all other children safe by gathering together. Conduct an initial search of the immediate area. Notify Kelly Jackson immediately. • School will contact parents and police immediately. • Continuous checks of the area will continue to be made until child is found. • Detailed records will be made of the incident. • Support offered to all staff, parents and child following the incident. • Updated lost child policy shared with all staff. 	√		S & C				
<p>Allegations against a member of staff:</p> <ul style="list-style-type: none"> • If an allegation is made notify the School safeguarding officer, Head of School and the Principal promptly. • Ensure that the allegation is kept confidential to you. • If the allegation is made by a parent, assure them that a named person or the safeguarding officer will be in touch as a matter of priority. • If required, Head of School / Principal will contact Ofsted and LADDO. 	√		S & C				
<p>Breakfast and Afterschool Club:</p> <ul style="list-style-type: none"> • Must be booked via Parent Pay with payment in advance. Children not booked onto register not allowed to attend. • Food served at one end of the hall with activities on offer. • Children to sanitise hands on entry to both clubs and on exit to either go home or go to class. • Rachael Coyne to greet at main entrance and take to hall for breakfast club. Parents not to enter building. • Kelly Jackson to greet parents at main entrance and bring children to parent from hall, after school club. Parents not to enter building. 	√		S & C				

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<p>PE Provision:</p> <ul style="list-style-type: none"> PE will be outside when possible and in the school hall if raining. EYFS and KS1 taught by class teachers. KS2 taught by Sports Coach in class groups, sports coach to maintain 2 metre distance where possible. 	√		S & C	Use of outside when weather permits, otherwise use of hall with all doors and windows open. Any equipment to be used to be sanitised after class use.	immediate	√	
<p>Home Learning Provision:</p> <p>Provision for learning made through Class Dojo, acting as the virtual classroom.</p> <ul style="list-style-type: none"> Work set through individual messages to enable parents and pupils to see the work for each day clearly. Class Stories used for pastoral communication as a class. School Stories used by Head of School and Deputy to have wider school communication. Pupil work uploaded to 'Portfolio' for each child acting a class book for remote learning. Feedback provided for key work each day using portfolio. QA to be made tracking subjects across each year group by Head of School and Deputy. QA of pupil interaction made to identify pupils who need further support / possibly offer of attending school to ensure good progress for all. <p>Access to work.</p> <ul style="list-style-type: none"> Work set daily to enable pupil and parents keep a track of daily expectations. Printed packs created for collection for those who cannot print / have limited computer access. <p>Live sessions using Microsoft Teams.</p> <ul style="list-style-type: none"> Links shared on Class Dojo which is a closed group / invite only. Access to Live teams managed by Class Teacher using waiting room. Identified pupils only able to access the session. Any unidentified user is not allowed to enter the session and is declined access. 	√		S & C				

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<ul style="list-style-type: none"> Small group / 1.1 Live Sessions. Staff to hold these sessions in the staff room / communal area to ensure safeguarding / safety for all during the session. 							
<p>Staff Rapid (asymptomatic) Testing.</p> <ul style="list-style-type: none"> Staff have access to home testing kits. Staff are to test twice a week. One recommended day to test is Sunday (if first day in school is Monday) or the day before the first day in school (for part time staff) Staff to let Kelly Jackson know test outcome who will record on google doc. Rachael Coyne also has access to Google doc which is password protected. 	√		S				