



**Saint Anthony's Catholic School and Nursery
Return to school risk assessment 2020**



<h2>Risk Assessment</h2>

Location / Site	Insert location and site where activity taking place
Saint Anthony's Catholic school and Nursery.	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Phased return to school for Nursery/Reception/Year 1/Year 6/Key worker children	
Assessment date	Insert date when assessment is being carried out
19/05/2020 – to be updated regularly until re-opening	
Assessment serial number	Insert local serial/identification number for future reference

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

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils' mental health and well being



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Red texts are control measures from Government Guidance – Coronavirus (COVID-19); implementing protective measures in education and childcare settings 0 published 11th May 2020

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing (no more than 15) 2. Remove excess furniture to increase space if space to do so – to an agreed space. 3. Reception and Nursery will use intervention room for storing soft furnishing 4. Padua will store unwanted class items in JH room 5. Children keep to their desks or carpet space for Reception and Nursery when in the room. Children will use the same desk each day. Nursery and Reception and work in small groups when appropriate, spread out on carpet 6. Social distancing charter created for and with the children – Do on first day (Include instructions how to line up, use of toilet, moving around the classroom etc) 7. Toilet use to be timetables for the classes. A toilet in use sign to be used when the facilities are being used. 8. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 9. Children isolated if cannot adhere to charter and spoken to re the need for social distancing 10. Lessons planned for individual work (not pairings or group work) 11. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction 12. Verbal feedback and self-marking to be used with Year 6, along with visualiser, to minimise contact. 13. Mark out an area for the teacher – 2m distancing at front of room – not Reception or Nursery 14. Children to use same desk if returning next day, does not apply to Reception or Nursery 15. Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-subsequent days) 16. Children stay in the classroom for majority of the day and not mix with other groups 17. Children to remain in classrooms unless they have timetabled outside learning time 18. Coats and lunchboxes kept under children's tables. No other equipment is to be bought into school. Y2, Y1, Reception and KW/vulnerable children will all be given grab bags (free school lunches) 19. No bikes or scooters allowed on site 20. Coats will be kept on the back of allocated chairs in Nursery and reception 21. Movement between rooms is restricted to only specific spaces. 22. Non class-based adults to stay out of classrooms to avoid mixing. 23. Adults must adhere to 2m social distancing and are not interact with adults outside of their bubble. 24. Children needing first aid must be seen by the adults within that bubble. Gloves, aprons and where needed visors must also be worn. Any first aid administered must be recorded. In case of emergency phone the office and SLT. 25. If a child has an accident and two members of staff are needed then SO or SH must be contacted via phone 26. First aid packs will be present in every classroom along with accident forms and head bumps letters. 27. If an ice pack is needed, call a member of staff to place this outside of Stafford for collection. This should also be returned in the same way after being cleaned with Milton. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only one boy and one girl allowed to go to toilet at a time – middle sinks closed for handwashing 2. Allocated toilets for different groups of children. Nursery and Reception in the Foundation Stage area to use their normal toilets; Reception using Y1 classrooms to use Y1 toilets 3. Hand gel used after toilet use as well as washing hands 4. Extra Signs in toilet re washing hands 5. Wedges for the toilet external toilet doors if not fire doors. Windows in toilets to be kept open. 6. Extra soap ordered to ensure we do not run out 7. Children to dry their hands using the hand dryers. Girls toilet in the Foundation Stage area to use paper towels- no soft towels. 8. Toilets to be cleaned throughout the day by site staff (Terry and Eric) and then cleaned thoroughly at lunchtime by cleaning staff. Staff to use masks and gloves. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard SO</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Markers outside the classrooms and on playground for the children and parents to wait – more than 2 metres apart as more than one person. One adult to drop children off/pick up 2. Parents/carers must leave the site immediately after dropping off/picking up they must not enter any school building. 3. Allocated gate for all children and parents to arrive and leave from 4. Instructions shared re social distancing between families in the morning with parents and children. 5. Signage for parents and children displayed outside on the one way route to make route clear 6. SLT to be on duty to supervise 7. Start of day, children to arrive promptly and line up in designated area. Children will be guided to wash hands on arrival to school. 8. Gate to gate phone rule for all Year 6 pupils. 9. At the end of the school day, children will be taken to their designated area to be dismissed (even if the child is to walking home alone) to disperse the children and adults in line with social distancing, ensuring that all follow one way systems. 10. Staff are to leave the site no more than 30 minutes after they have dismissed the children in their bubble. 11. Any child who is picked up late, are to return to their bubble class to wait with their staff for collection. Office to be informed of late collections. Key worker children to also remain in their class bubble until 3:30. 12. Staggered drop off and pick up times for different year groups 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play area in the first instance 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. No equipment will be put out for the children on the main playground. Use of play equipment such as tyres, assault course, table tennis table, picnic tables and chess board prohibited. 4. Games discussed which encourage social distancing 5. At break times and lunch times children to remain in their class bubble to promote social distancing guidance. 6. Staff supervision throughout – actively encouraging and insisting on social distancing 7. Supervising your bubble will be shared between bubble staff 8. Staff may take break and lunch organised between their bubble. Staff are not to leave the school site until the end of the day. Staff break out rooms are designated for bubbles. 9. Children practice talking 2 meters apart – modelled by staff 10. If a fire alarm is sounded, Year 6 from Lisbon to line up in usual area in KS2 playground and KW/vulnerable children Year 6 in Y4 to line up in area on KS2 playground. Reception and Nursery to their fire drill spots also. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in their classrooms at the child's work table. If weather is warm, children can eat outside in their designated break area. 2. Children who are not entitled to school lunches asked to bring packed lunch in first instance– packed lunches kept under children's tables with bags 3. lunch brought to their classroom – grab bags 4. Adults to wear gloves when handing out food 5. Children to take home their rubbish 6. Adults within their bubble to clean tables before and after eating 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children staying in their classroom and accessing outside from classroom door One child going to toilet at one time Staff to use their own telephone to receive messages about school issues Children and staff are to remain in their bubbles throughout the day. If other areas or staff need contacting, this must be done through phone. Lunch orders are to be taken to the dining room following the one way system by TA in the morning. Lunch orders are to be collected from the dining room following the way system by TA at the stated lunch times. One way system around the school using walkway and outside – safety concerns Agree instructions with children concerning going and returning to toilet When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Provide a pack of stationary and maths resources. Plastic packets (zipper) bags used for individual resources Working packs for each child to remain on their table daily. These will include work book, worksheets, stationary and reading book. This is to be placed on their chair at the end of the day. Tubs of resources for individuals – maths cubes etc Resources to be on tables ready for lesson and not distributed within the lesson. Resources washed in antibac each night and left to dry if not same person using them the next day Tables, door handles and other surfaces cleaned with antibac every night and during the day Lessons planned so resources are individual and not shared – or on white board Resources on tables ready for lesson and not distributed within the lesson Children encouraged to wash hands / use hand gel before lessons and after each lesson 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Children to be supported by class teacher and TA (if possible under vulnerable staff guidance) in the first instance Small numbers of children will help support their emotional needs Slightly reduced time in school to ensure transition is successful Mental health first aid/ trained staff dealing with supporting children, available to offer advice on or direct support for children Emotional wellbeing (PSHE) curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load Mental health and well-being curriculum for the first two weeks <p>If this does not work and the child needs extra wellbeing support:</p> <ol style="list-style-type: none"> Communications where possible with parents One to one opportunities for children to talk and share worries/insecurities Some cases where possible learning support from JA/CV/JC/WON 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it 3. Staff meeting – virtually – to discuss concerns and shared control measures 4. Sharing of support helplines 5. At least one SLT member of staff on site every day for staff to share concerns with 6. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 7. Separate risk assessment for the office area 8. Designated "staff areas" areas for different groups of staff – maybe rota for same area if needed 9. Staff break out areas are not to be used by more than four staff members at one time. 10. Planned time for planning and preparation within the week esp. for those with children in school 11. Extremely vulnerable staff (Shielding) work from home 12. Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments 2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals 3. Extra disposable aprons ordered 4. Extra gloves ordered 5. Some visors also ordered if needed 6. Reduced timetable where needed/ exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk <p>Please note the Government guidance states “Wearing face coverings or face masks is not recommended”</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser outside of all classrooms 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each classroom 4. Extra handwashing stations around school 5. Children hand wash and hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 6. Washing hands posters replaced in all washing areas 7. Reminders how to wash hands properly – videos and posters 8. Procedure agreed for children to wash hands 9. If children have an accident, they should only use their own clothes to change into. Children should all bring in a change of clothes and keep them on their peg. Children should change in the toilet area allocated to them. 10. Children should wear clean uniform each day to minimise contamination risk. 11. No use of water fountains. 12. Children to bring in their own water bottles and adults to fill up bottles for children. These must be taken home and washed each day. 13. Water coolers can be used when filling up water bottles. They must be cleaned first using the antibac and cloth provided 14. Children and staff who have chosen to wear disposable facemasks must be disposed of in plastic bags before entering the school site. Those choosing to wear non-disposable face masks need to be put in a plastic bag before entering the school site and stored under chairs until they leave at the end of the school day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using antibac 2. All machines used by staff such as photocopies cleaned daily and before and after each use 3. PPE will be worn by all cleaning staff 4. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 5. Soft furnishings and soft / cloth toys will be removed from use in classrooms. Anything that cannot be removed will be steam cleaned daily. 6. Deep cleaning of all classrooms before re-opening 7. Cleaners to return to work before the school re-opens 8. Regular cleaning spot checks happening weekly 9. Cleaning products will be available in every classroom 10. Staff should not bring in their own cleaning products but should use those provided by school. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home 2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children. 3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments. 4. A changing space is allocated for staff to change in – shower space in the ladies toilets, or the disabled toilet in Padua and Lisbon. 5. Anyone displaying symptoms of the virus will be isolated in the Music room until they are picked up by their parent/carer or have gone home. A child will have one adult with them wearing full PPE. Everyone within that bubble will be sent home and cannot return until test results have been obtained. A positive test result means everyone in the bubble stays isolated for 14 days. A negative test result means the bubble can return to school. In the case of a child under 5 displaying symptoms the bubble isolates for 14 days. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



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OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Insert comments relevant to findings as appropriate		

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date

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