



# **St Ethelbert's Catholic Primary School and Nursery Risk Assessment**

**Covid 19 school reopening for all children  
Provision from Monday 23<sup>rd</sup> June 2021**

**Signed: S.D. Marshall**

**Date: 23<sup>rd</sup> June 2021**

**Date original assessment was carried out: 13/07/2020. Reviewed 31/08/2020 & 14/11/2020 & 16/01/2021 &  
1/03/2021 & 22/06/21**

**Date assessment was reviewed by the middle leadership team: 14<sup>th</sup> July 2020**

**Date assessment was signed off by governors: 20<sup>th</sup> July 2020**



**Date assessment was sent out to all staff and governors: 16/11/2020, 17/01/2021 & 08/03/2021. Discussed and signed by all 1/09/2020**

**Date of next review: 19<sup>th</sup> July 2021**

This risk assessment has been drawn up from Government (Department for Education), and Local Authority (Kent County Council Return to School Guidance) guidance using the HSE risk assessment format.

The Government has announced that schools should be planning to reopen to all pupils from 8<sup>th</sup> March 2021

St Ethelbert's, has surveyed its accommodation and room sizes and planned for room capacity as laid down in the Local Authority document "Return to School Guidance First Phase".

This risk assessment is designed to help address the key aspects that will need to be considered.

This is a dynamic risk assessment and as such will be reviewed and updated as and when required.

In addition to this general risk assessment, individual risk assessments are being carried out for all vulnerable children and staff who are attending school.

The physical and mental health of our children and staff is of the highest importance.

Please remember that all of this is subject to change in light of new government and local authority advice.

If you have questions or concerns, please speak directly to the Headteacher.



### Summary of Requirements

<b>Personal Protective Equipment</b>	For First-aid: Disposable clinical masks or dust masks to FFP1. Disposable nitrile or vinyl gloves. Disposable aprons. For personal care: Disposable clinical masks or dust masks to FFP1, Goggles, or wrap around safety glasses that are splash resistant. Disposable nitrile or vinyl gloves. Disposable aprons. For managing people with Covid-19 symptoms: Clinical masks or dust masks to FFP2, Goggles, or wrap around safety glasses that are splash resistant. For use of 'Fogger': Dust masks to minimum FFP2 with APF 10 or greater, Goggles, to EN166 B3, or F3. Disposable nitrile or vinyl gloves.
<b>Training</b>	All employees: <ol style="list-style-type: none"><li>1. Coronavirus &amp; Virus Transmission</li><li>2. Briefing on local safety arrangements, protocols and working practices.</li><li>3. Briefing on how to manage pupil symptomatic cases</li></ol> <p>Cleaning staff to be briefed on enhanced cleaning protocols and the need for thoroughness in their work</p> <p>First Aiders and staff completing intimate care tasks are to be provided the video training at: <a href="https://covid19ppe.org/scenarioFourVideoPage.html">https://covid19ppe.org/scenarioFourVideoPage.html</a></p>



<b>Equipment</b>	<p>Classroom Resources:</p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Normal%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Normal%20Hands</a></p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a></p> <p><a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene</a></p> <p><a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene</a></p> <p><a href="https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf">https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf</a></p>
<b>Relevant Legislation etc.</b>	<p>Health and Safety at Work etc. Act 1974</p> <p>The Management of Health and Safety at Work Legislation 1999</p> <p>The Control of Substances Hazardous to Health Regulations 2002</p> <p>The Personal Protective Equipment at Work Regulations 1992</p> <p>Coronavirus Act 2020</p> <p>The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020</p> <p>The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020</p>
<b>Review period/date</b>	<p>Headteachers to review on local matters after receipt and as required</p> <p>To be reviewed by 19<sup>th</sup> April 2021</p>

Area	What are the potential hazards?	Who may be harmed and how?	Current risk level	What methods will be used to reduce the likelihood and/or the consequences of an illness or injury from those hazards?	Revised risk level
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<b>1.1 Around the site</b>	<b>Harm to all occupants from direct and indirect contact with Covid-19</b>	<b>All staff, visitors, Parents, governors, children, contractors</b>		<ol style="list-style-type: none"><li>1. All employees must be provided a hard copy of the relevant COVID-19 Risk Assessment/s and briefed on their return on local arrangements, procedures and protocols. Review of risk assessment to be emailed out to all staff with hard copies in the staffroom.</li><li>2. As part of the training programme, all employees must be provided with instruction on the Government guidance on what to do if someone is showing, or experiencing, COVID-19 symptoms.</li></ol>	<b>Medium</b>
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3. Senior leaders must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (<https://www.gov.uk/guidance/contacts-phehealth-protection-teams>).
4. Staff identification should be continued to be worn. Where lanyards and ties need to be worn, as they cannot be washed, they should be kept remote from other items when at home to avoid cross contamination.
5. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised to shield until the 31<sup>st</sup> March 2021. To be reviewed mid-March.
6. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. The individual must sign a risk assessment.
7. Headteachers are to arrange for an OH referral where appropriate and complete an individual risk assessment before a clinically extremely vulnerable member of staff returns to the workplace.



8. Pupils, staff and other people showing symptoms, or have tested positive for Covid-19 in the last 10 days must NOT enter the school site.
9. Parents of pupils who are symptomatic, and staff who are symptomatic, are to arrange for a Covid-19 test as soon as possible after the onset of symptoms, or at least within 3 days of the onset. Wherever possible tests should be booked at a local testing facility to shorten the time taken to obtain results. Schools should ask parents and staff to inform them immediately of the results of a test.
10. Where someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms.
11. Where someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Individuals may still have a cough as this can remain for weeks/months later but it is ok to attend work. If a temperature remains then they must contain to isolate.



12. Pupils and staff living with someone who is showing symptoms, or has tested positive in the last 10 days, must NOT attend school and are to self-isolate for 14 days from when the symptomatic person first had symptoms.
13. Ensure that all premises health and safety compliance checks have been undertaken before re-opening areas.
14. Children, staff and visitors must handwash or use 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.
15. School is to have a process for removing face coverings when children and staff who use them arrive at school and communicate it clearly to them. Children must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.



				<p>16. Staff, Parents and visitors are now asked to wear a facemask at pick up and drop off.</p> <p>17. Staff can wear a face shield during school time if required.</p> <p>18. Face coverings are not needed in primary settings. However, if staff wish to wear them in communal areas then that is fine. E.g. staffroom.</p> <p>19. Rooms should be accessed directly from outside where possible.</p> <p>20. The use of mobile phones, unless required for operational reasons, is discouraged, as this can add to potential cross contamination of surfaces.</p> <p>21. Staff only to take things to and from school that are necessary in respect of their work.</p> <p>22. Don't share stationery or resources. Shared areas and surfaces need cleaning after use.</p> <p>23. Employees that have increased vulnerability to Covid-19 and are unable to complete a child facing role due to that vulnerability will usually be office based, where they are required to attend the workplace. Consequently, it is important for schools</p>	
				<p>to minimise the risk to such employees by providing as safe a working environment as possible.</p> <p>24. No onsite PTFA events will occur in term 4. To be reviewed in term 5.</p>	



<p><b>2.1 Classrooms</b></p>	<p><b>Lack of social distancing in the classroom resulting in direct transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Classroom capacities – maximum 30 pupils.</li> <li>2. Although 2m social distancing will not be achievable for young children contact between older children is to be minimised and social distancing maintained (1m+ wherever possible).</li> <li>3. Designated groups of children and class-based staff must NOT mix with other groups.</li> <li>4. Remove excess furniture to increase space as much as possible. Organise classrooms so desks are in rows with children facing the front, maintaining desk spacing as far apart as possible. However, pupils must not be placed in situations that are detrimental to their health and safety, or learning, due to other factors, e.g. sitting too close to a board, or sitting in a position, that could result in eye, or neck strain.</li> <li>5. Children keep to their desks when in the room for Yrs 2 - Yr. 6. This will be virtually impossible in Yr N, Yr R, Yr. 1.</li> <li>6. Role play areas, carpet areas and furniture can be used in EYFS, Yr 1 and Yr 2 as long as they remain in that bubble. 48 hours 'self-clean' 72 hours plastic.</li> <li>7. Children given instructions how to line up, use of toilet, moving around the classroom etc</li> <li>8. Children to use same desk if returning next day</li> <li>9. Children stay in the classroom for majority of the day and do not mix with other groups at any point.</li> </ol>	<p>Medium</p>
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10. School will keep a daily record of children and staff in each group. They should also record where practicable, any close contact that takes place between children and staff across different groups.
11. Lunchboxes and coats can be kept on the pegs but small groups of each bubble to collect at once.
12. Air conditioning units or fans NOT to be used. Encourage keeping windows and doors open to keep classrooms well ventilated.
13. Children to be shown/reminded how to use a tissue or elbow to cough or sneeze and use bins for tissue waste (catch it, bin it, kill it).
14. Pupils to be encouraged not to touch their mouth, eyes and nose.
15. Staff are to try to distance from pupils where possible and in classes of older children they should maintain a distance at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.
16. Written marking to be completed after the lesson while verbal feedback to be given during.
17. Reduce movement around the school as much as possible. Wherever possible, year groups should occupy a particular area and only move from that area where necessary. Where movement is necessary, plan routes wherever possible to avoid groups mixing.



				<ul style="list-style-type: none"> <li>18. Where children who usually need to have their personal care needs provided for (changing nappies etc). Staff should use PPE whilst carrying out these tasks only, including face masks, gloves and aprons. PPE should not be used in the classroom generally.</li> <li>19. Using musical instruments – reduce risk by limiting the group sizes to no more than 15, positioning pupils back to back or side to side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and school assemblies.</li> <li>20. Limit pupils taking things home and then back to school – limit to lunch box, coat and reading book. Homework on Google Classroom.</li> <li>21. Each child will have their own resource pack to use e.g. pencil, whiteboard, pen, board cleaner, pencil case, rubber, ruler, colouring pencils.</li> <li>22. Limit the use of other resources or clean after use. Different groups should not use equipment and facilities unless it has been cleaned between groups, or has been left for 72 hours after use.</li> <li>23. Water play equipment can be used but must be confined to bowls, or open containers that can be easily cleaned.</li> </ul>	
<b>3.1 Indoor and outdoor activity</b>	<b>Lack of social distancing in the other indoor (non-</b>	Pupils Staff	High to medium	1. Assemblies and collective worship will not take place together in the main hall or church but	



	<p><b>classroom) and outdoor environments resulting in direct transmission of the virus</b></p>	<p>Contractors Visitors</p> <p>by contraction of virus</p>		<p>happen in each classroom bubble or virtually. To be reviewed in term 5 with the church.</p> <ol style="list-style-type: none"> <li>2. When each bubble has to move around the school there should be no contact with other bubbles.</li> <li>3. Bubbles to be encouraged to use the outdoor learning environment as much as possible but respecting the non-contact with another hub.</li> <li>4. All outdoor areas to be allocated so only 1 hub will use an area – numbered areas per bubble, cones will be used or lines to distinguish areas.</li> <li>5. Easy access to hand washing facilities from the outdoors.</li> <li>6. PE – sports – Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Children to come into school wearing P.E. kits on PPA day.</li> <li>7. Artificial grassed areas can be used for play, but are to be cleaned after each group where younger children’s hands etc. are in contact with the surface. The best method for cleaning is to spray with a regular cleaner and brush</li> </ol>	<p>Medium to low</p>
				<p>over afterwards. Then leave to dry before next use.</p>	



<p><b>4.1 Toilets</b></p>	<p><b>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Toilets monitored by staff so that only one boy and one girl from each bubble allowed to go to toilet at a time – each class will be assigned a cubicle in the boys and girls toilets.</li> <li>2. Allocated classrooms ensure that all toilet facilities within the school are used.</li> <li>3. Hand gel used after toilet use as well as washing hands.</li> <li>4. Extra Signs in toilet re washing hands</li> <li>5. Where possible, wedges for the toilet external toilet doors if not fire doors.</li> <li>6. Extra soap ordered to ensure we do not run out.</li> </ol>	<p>Medium to low</p>
<p><b>5.1 Entry/Exit of school</b></p>	<p><b>Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Staggered drop off times for each year group will not be necessary due to the amount of entrances/exits the site has. The amount of entrances will increase from 1 to 4 and will all be supervised by senior members of staff so that children can go straight to class with staff monitoring distances between children as they walk from entrance to classroom. - Nursery – Main entrance, 9:00am/12:00pm/3:00pm - Reception – Lilian Road 8:40am, 3:00pm - Year 1 – Lilian Road 8:40, 3:00pm - Year 2 – Lilian Road 8:40, 3:00pm - Year 3 – Hereson Road, 8:40am, 3:10pm</li> </ol>	<p>Medium to low</p>



				<ul style="list-style-type: none"> <li>- Year 4 – Hereson Road, 8:40am, 3:10pm</li> <li>- Year 5 – Main entrance, 8:40am, 3:10pm</li> <li>- Year 6 – Main entrance, 8:40am, 3:10pm</li> </ul> <ul style="list-style-type: none"> <li>2. Children to use fire exit doors as main means on ingress and egress to avoid corridors</li> <li>3. Instructions shared re social distancing between families in the morning with parents and children.</li> <li>4. Signage for parents and children displayed outside the school entrances and perimeter fencing.</li> <li>5. SLT to be on duty to supervise.</li> </ul>	
<b>6.1 Playtimes/Lunchtimes</b>	<b>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	<ul style="list-style-type: none"> <li>1. Each bubble allocated playtime area and time slot.</li> <li>2. Outdoor equipment/apparatus/climbing frames can be used but must be cleaned frequently by the premises team. Bubbles will use outdoor equipment on a rota basis.</li> <li>3. Games discussed which encourage social distancing.</li> <li>4. Staff supervision throughout – actively encouraging and insisting on social distancing.</li> <li>5. Children practice talking 2 meters apart – modelled by staff.</li> <li>6. Children with packed lunch eat in their classrooms at their allocated desk</li> <li>7. Packed lunches kept on pegs in corridor, collect in small groups.</li> </ul>	Medium to low



				<ul style="list-style-type: none"> <li>8. Dining hall will accept only 2 class bubbles per session with two sessions. (12:00pm Year R; 12:05pm Yr 1/ 12:35pm Yr 2 and 3)</li> <li>9. Tables, equipment and frequently touched surfaces should be cleaned between each sitting.</li> <li>10. As less children have hot dinners, Year 4, 5 and 6 hot dinners can be collected at 12:00pm and taken back to the classrooms (see detailed plan from Mrs Vernon).</li> <li>11. Children will wash their hands before eating.</li> <li>12. Children must not food share.</li> <li>13. Smaller staffroom will close. Only one staffroom, which has less furniture in. Staff will be on a rota and socially distant while eating.</li> </ul>	
<b>7.1 Corridors</b>	<b>Lack of social distancing in the corridors resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	Medium	<ul style="list-style-type: none"> <li>1. One child going to toilet at one time.</li> <li>2. Messages to office and office to classroom via classroom telephones. Hand sanitizers</li> <li>3. available.</li> <li>4. Passing in 2-way corridors should be undertaken as quickly as possible if necessary with no contact and respecting the “Keep Left in the Line” rule.</li> </ul>	Low
<b>8.1 Resources</b>	<b>Contact of shared resources resulting in indirect transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	<ul style="list-style-type: none"> <li>1. Children to have packs of stationery and resources labelled with their name on.</li> <li>2. Tubs of resources for individuals if needed – maths cubes etc.</li> <li>3. Resources washed in antibacterial solution each night and left to dry if not same person using them the next day.</li> <li>4. Tables, door handles and other surfaces cleaned every night – by support staff.</li> </ul>	Medium to low



				<ul style="list-style-type: none"> <li>5. Lessons planned so resources are individual and not shared – or on interactive screen.</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson.</li> <li>7. All children’s exercise books to be stored per child rather than per subject.</li> <li>8. Children encouraged to wash hands / use hand gel before lessons and after each lesson.</li> </ul>	
<b>9.1 Emotions and Anxiety - children</b>	<b>Emotional distress of the children</b>	Pupils Staff Contractors Visitors  by contraction of virus	Medium	<ul style="list-style-type: none"> <li>1. Children to approach class teacher and TA in the first instance.</li> <li>2. Small numbers of children to support their emotional need.</li> <li>3. 2 metre social distancing support provision available for children who are distressed when possible. However, this is almost impossible. Staff to remain vigilant and take steps to lower risk.</li> </ul>	Low
<b>10.1 Emotions and Anxiety - staff</b>	<b>Emotional distress of the staff – including anxiety</b>	Pupils Staff Contractors Visitors	High to medium	<ul style="list-style-type: none"> <li>1. Staff meeting – to discuss concerns and shared control measures.</li> <li>2. Sharing of support helplines – KCC and others.</li> <li>3. Staff to share concerns with SLT.</li> <li>4. Risk assessments reviewed regularly.</li> </ul>	Medium
		by contraction of virus		<ul style="list-style-type: none"> <li>5. Planned time for planning and preparation within the week esp. for those with children in school.</li> <li>6. Extremely vulnerable staff to meet with HT to discuss risk assessment and add any additional individual requirements.</li> <li>7. Any H&amp;S concerns from staff are to speak to Headteacher or school manager.</li> </ul>	



<b>11.1 Behaviour</b>	<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Individual risk assessments to be completed by SENCO for vulnerable children in agreement with parents.</li> <li>2. Behaviour policy updated to contain spitting, poor language and published to parents. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that put staff at risk.</li> <li>4. Full PPE is available to wear when dealing with a volatile child. Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”.</li> <li>5. If a child were to leave a bubble then a safe space outside the classroom is to be established by the teacher e.g. sensory room, corridor. TA to supervise child until they are ready to enter the classroom. SLT or SEN team can be called upon but as a very last resort.</li> <li>6. Normal behaviour policy to be followed.</li> </ol>	Medium to low
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<b>12.1 Hygiene</b>	<b>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</b>	Pupils Staff Contractors Visitors  by contraction of virus	Medium	<ol style="list-style-type: none"> <li>1. 2. Hand gel dispenser inside all classrooms. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they</li> <li>3. cough or sneeze. Reminders how to wash hands properly – videos and posters.</li> </ol>	Medium to low
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<p><b>13.1 Cleaning</b></p>	<p><b>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Cleaners to wear disposable gloves and respect social distancing.</li> <li>2. Soft furnishings and soft / cloth toys will be removed from use in classrooms.</li> <li>3. Deep clean of school has been undertaken over the holidays.</li> <li>4. Regular cleaning of all parts of the school used on a daily basis unless specified more frequently within this section.</li> <li>5. 6. Toilets to be cleaned per day. Tables and contact points throughout the school</li> <li>7. to be cleaned twice per day by support staff. Toys inside and outside to be cleaned after use before</li> <li>8. the next day.</li> <li>9. NO toys or resources to be brought in from home. All access keypads and general access door handles</li> <li>10. will be anti bac sprayed twice per day. iPads to be cleaned with antiseptic wipes before and after use.</li> </ol>	<p>Medium to low</p>
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				<ol style="list-style-type: none"> <li>11. Cleaning materials to be available in all classrooms for classroom staff to use.</li> </ol>	
<p><b>14. 1 Drop off/Pick up</b></p>	<p><b>Lack of social distancing by parents when dropping off or picking up late children.</b></p>	<p>Pupils Staff Parents</p> <p>by contraction of virus</p>	<p>Low</p>	<ol style="list-style-type: none"> <li>1. Parents dropping off or picking up outside of main gate opening times and wait for a member of staff to come to the gate.</li> <li>2. Parents and staff have now been asked to wear masks.</li> <li>3. Signs ask parents to step back behind the 2m marking.</li> <li>4. 2m spacing markers will be on the pavement where we can, leading to the gate should a queue develop.</li> </ol>	<p>Low</p>



<p><b>15. 1 Parents visiting the school</b></p>	<p><b>Lack of social distancing by parents when visiting the school or requesting a meeting</b></p>	<p>Pupils Staff Parents</p> <p>by contraction of virus</p>	<p>Low</p>	<ol style="list-style-type: none"> <li>1. Parents wishing to talk to a member of staff will be asked to use telephone or email.</li> <li>2. If a face to face meeting is needed, then where possible this will be conducted after school where social distancing can apply.</li> <li>3. Parents should only be allowed in the school as a last resort and will be asked to respect social distancing measures.</li> </ol>	<p>Low</p>
<p><b>16. 1 Deliveries</b></p>	<p><b>Lack of social distancing by deliveries to the school including postal collections</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>Low</p>	<ol style="list-style-type: none"> <li>1. 2. Delivery drivers should use the intercom. Deliveries will be left outside the school door and a member of staff will collect them.</li> <li>3.</li> <li>4. Signatures will be given on paper using own pen. This will apply to kitchen deliveries as well coming through the “bin gates”.</li> </ol>	<p>Low</p>
<p><b>17.1 Contractors</b></p>	<p><b>Lack of social distancing by service/site contractors</b></p>	<p>Pupils Staff Contractors Visitors</p> <p>by contraction of virus</p>	<p>Low</p>	<ol style="list-style-type: none"> <li>1. Contractors should use entrance intercom and wait for a member of site staff to attend.</li> <li>2. All visitors to wear masks at all times.</li> <li>3. Social distancing will be adhered to where possible.</li> <li>4. Signatures will be given on paper using own pen.</li> <li>5. No contractors can enter the site if they have symptoms.</li> <li>6. Contact all contractors (food, cleaning, maintenance etc) to ensure they are aware of school protocols.</li> <li>7. The normal safeguarding arrangements apply.</li> </ol>	<p>Low</p>



<b>18.1 Staff</b>	<b>Lack of social distancing by staff</b>	Pupils Staff  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Staff should where possible demonstrate social distancing measures.</li> <li>2. Staff will have their own designated area for refreshments – St Gertrude’s staffroom.</li> <li>3. Admin offices will have 2 members of staff in it at any one time.</li> <li>4. Kitchen staff will, where possible, demonstrate social distancing.</li> </ol>	Medium to low
<b>19.1 First Aid</b>	<b>First aid/ill child</b>	Pupils Staff  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. All classrooms to have first aid kit.</li> <li>2. Initial first aid given by classroom staff if qualified.</li> <li>3. Office to be contacted by phone if the need for first aid for a child if classroom staff are unable to provide first aid.</li> </ol>	
				<ol style="list-style-type: none"> <li>4. Office staff to collect child from classroom entrance door, not to enter classroom, social distancing to be observed.</li> <li>5. First aid given by office staff, PPE to be used.</li> <li>6. Normal procedure for parent contact or escalation followed.</li> </ol>	



<p><b>24.1 Signs and Symptoms</b></p>	<p><b>Covid 19</b></p>	<p>Pupils Staff Contractors</p> <p>by contraction of virus by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. Children showing signs of Covid 19 to be isolated in medical room/care suite (St Gertrudes).</li> <li>2. Staff attending child in medical room to use PPE (apron/gloves/mask) if they are unable to remain 2 metres away.</li> <li>3. Social distancing to be observed.</li> <li>4. If child needs to use the toilet, the toilet should be available and then taken out of service until it can be cleaned with normal cleaning products. Child to be collected by parents/carer and taken home for self isolation. Siblings in the school to be sent home as well.</li> <li>5. If test is negative with no symptoms, child can return.</li> <li>6. If test is positive, Headteacher to seek advice urgently for Public Health Track and Trace - whole class and staff potentially to be sent home for selfisolation or until test proves negative. If two positive cases in the school then Headteacher to seek further advice from Public Health and DFE. Possible closure of further classrooms or school for 10 days.</li> </ol>	<p>Medium to low</p>
				<ol style="list-style-type: none"> <li>8. Classroom to be deep cleaned.</li> <li>9. PHE and LA advice to be followed.</li> <li>10. As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> </ol>	



<p><b>21.1 I pads, Computer Suite, Halls and Library</b></p>	<p><b>iPads and ICT</b></p>	<p>Pupils Staff</p> <p>by contraction of virus</p>	<p>High to medium</p>	<ol style="list-style-type: none"> <li>1. iPad trollies to have antibacterial wipes available.</li> <li>2. iPads to be cleaned before and after use by each bubble by support staff.</li> <li>3. Trolley will be cleaned once per day by the cleaning team.</li> <li>4. Classroom screens to be cleaned each day.</li> <li>5. Teachers to have access to antibacterial cleaning solution throughout the day.</li> <li>6. Each classroom and office to have access to keyboard cleaner.</li> <li>7. Telephones to be cleaned once per day. Staff to have access to cleaning solution for phones.</li> <li>8. Computer suite and library to be used but on a reduced timetable. Screens/Keyboard and work surfaces to be cleaned before and after each bubble.</li> <li>9. Visitors for music can visit the school on a 1:1 programme and use the library at a pre-planned time. Visitors to wear a mask and clean musical equipment before and after use. 2 meters distance</li> </ol>	<p>Medium to low</p>
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				<p>required. Details of visitors kept for track and trace purposes.</p>	
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<b>22.1 Signing in system</b>	<b>Signing in system and class register</b>	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Essential late children, visitors and contractors will be signed in by office. Visitors that we know about will be pre-booked into the system.</li> <li>2. Clean surface after using the screen.</li> <li>3. Hand sanitizer will be available at all times. Class registers will be completed online through sims.</li> <li>4. Limit numbers of people in reception areas and where required implement queueing protocols the same as shops.</li> <li>5.</li> </ol>	Medium to low
<b>23.1 Refreshments in the staffroom</b>	<b>Refreshment facilities for staff</b>	Staff  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Tea and coffee station to be set up in the allocated staff areas.</li> <li>2. Push to use own hot water flasks to be used.</li> <li>3. Individual tea, coffee and sugar sachets to be used and disposable wooden stirrers.</li> <li>4. Antibacterial spray/wipes available to clean switches and surfaces.</li> </ol>	Medium to low
<b>24.1 Contract cleaners</b>	<b>Contract Cleaners</b>	Pupils Staff Contractors	Medium	<ol style="list-style-type: none"> <li>1. Cleaning team asked to respect social distancing.</li> <li>2. Cleaning standards to be monitored by School Manager.</li> <li>3. Cleaning team to use appropriate PPE (disposable gloves and disposable aprons).</li> </ol>	Low
		by contraction of virus		<ol style="list-style-type: none"> <li>4. Cleaning staff to follow Safe System of Work document.</li> <li>5. Bins are to be emptied throughout the day.</li> <li>6. All used disposable PPE is to be double bagged on disposal.</li> <li>7. Non disposable PPE is to be cleaned thoroughly with an anti-viral cleaner immediately after use.</li> </ol>	



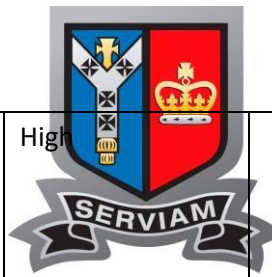
25.1 Staff Car Park	Staff Car Park	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	1.  Staff to ensure they respect social distancing when using car park.	Low
26.1 Emergency Evacuation Procedures	Emergency Evacuation Procedures	Pupils Staff Contractors Visitors  by contraction of virus	High to medium	1. Evacuation plan to be revised to ensure assembly point enables social distancing to be observed. 2. Acceptance that if life threatening situation arises, social distancing will not be a priority.	Low
27.1 Additional equipment	Use of communal equipment in school including 2 way radios,	Pupils Staff Contractors	High to medium	1. 2 Way radios to be cleaned before and after use unless personal issue. Each member of staff to be	Low

	keys, photocopiers, printers (Not ICT equipment, this is covered elsewhere)	Visitors  by contraction of virus		assigned a number so they use the same one each day. Antibacterial wipes to be available at each 2. photocopier before and after use. 3. Staff to ensure all laminators, guillotine and other shared equipment is cleaned before and after use. 4. Staff not to use other personal issue equipment such as hole punch and staplers etc.	
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<b>28.1 Classroom layout</b>	<b>Inappropriate classroom set up and equipment leading to transmission of virus</b>	Pupils Staff  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Desks to be laid out in a social distancing manner as per KCC Return to School Guidance.</li> <li>2. Yr N and R classrooms to have all soft toys/clothing and fabric furniture removed as well as wooden toys.</li> <li>3. Cleaning of rooms and cleaning resources available is covered elsewhere.</li> </ol>	Medium to low
<b>29.1 Breakfast Club</b>	<b>Transmission of virus to member of staff or children during breakfast club</b>	Pupils Staff	High to medium	<ol style="list-style-type: none"> <li>1. Breakfast club will continue on Monday 8<sup>th</sup> March at 8:00am. Children will not be allowed to enter if late. Numbers will be restricted to two staff and 15 children.</li> <li>2. Children will sit on each table assigned to their daily bubble – 2 meters apart.</li> <li>3. Breakfast will already be on each table for children to help themselves.</li> <li>4. Children will complete activities after breakfast but on their table.</li> <li>5. TA's to drop children to class at 8:35am.</li> <li>6.</li> </ol>	Medium to low

				<ol style="list-style-type: none"> <li>7. Cleaning will occur after each breakfast session.</li> </ol>	
<b>30.1 Deep cleaning of rooms</b>	<b>Transmission of virus to members of classroom bubble by service requests by bubble or to service provider by bubble members</b>	Pupils Site Staff Admin Staff Catering Staff Cleaning Staff All other staff Contractors  by contraction of virus	High to medium	<ol style="list-style-type: none"> <li>1. Bubble rooms must be empty of staff and children before service request performed.</li> <li>2. PPE to be available (gloves and apron).</li> <li>3. Surfaces cleaned before and after service. Safe</li> <li>4. Method of Work for Site Manager to be followed.</li> <li>5. Safe Method of Work for Cleaning Team to be followed.</li> </ol>	Medium to low



<b>31.1 PPA and Interventions</b>	<b>PPA and Interventions</b>	SEN Team SLT Sports Coach	High	<ol style="list-style-type: none"> <li>1. Interventions to be carried out within each bubble by teacher and ta.</li> <li>2. SEN team and Sports coach can carry out interventions and PPA across bubbles as movement will be restricted and children get a broad/balanced curriculum. However, hand washing needs to happen between each bubble, clean equipment between each session and keep 1m+ social distance where possible. Sports to happen outside as much as possible.</li> <li>3. Swimming and trips to occur later in the academic year but will be following risk assessment of venue as well as school risk assessment.</li> <li>4. No over night trips allowed – e.g. residential</li> </ol>	Medium
<b>32. Staff to be offered home testing kits tests</b>	<b>Testing</b>	All staff	High for absence rate if tested positive	<ol style="list-style-type: none"> <li>1. All staff to be offered regular home testing kits from 25.01.2021</li> </ol>	Medium
				<ol style="list-style-type: none"> <li>2. Staff also have the opportunity to have a lateral flow test at Ramsgate port fortnightly</li> <li>3. Headteacher and School Manager to attend training on 18.1.2021</li> </ol>	
<b>33. Sports Day w/c 5.7.21 &amp; 12.7.21</b>	<b>Harm to all from direct and indirect contact with Covid-19</b>	<b>All staff, visitors, Parents, governors, children</b>	<b>High</b>	<ol style="list-style-type: none"> <li>1. Each event will be during an afternoon per class bubble.</li> <li>2. All events will take place outside.</li> <li>3. If wet/raining event will be postponed</li> <li>4. Spectators are strictly limited to 1 parent per child only</li> <li>5. Maximum spectators to be 30</li> <li>6. NHS track and trace QR code to be used by all visitors/parents and parents will also be advised to wear masks, even during outside events</li> <li>7. Parents to socially distance outside</li> <li>8. The larger field, next to the Church, to be used for activities</li> </ol>	Medium



				<ul style="list-style-type: none"> <li>9. Parents will be split into 4 smaller groups (school houses) and go around with the children</li> <li>10. Hand sanitiser will be available</li> <li>11. Toilets will be out of use</li> <li>12. Parents are advised not to attend if they are showing any symptoms of coronavirus</li> <li>13. All equipment will be thoroughly cleaned at the end of each day</li> </ul>	
<b>34. Transition Day (1)</b> <b>24.6.21</b>	<b>Harm to all from direct and indirect contact with Covid-19</b>	<b>All staff, visitors, Parents, governors, children</b>	<b>High</b>	<ul style="list-style-type: none"> <li>1. Outside event only from 4pm to 5pm</li> <li>2. If raining, the event will be cancelled</li> <li>3. Strictly limited to 1 parent per child</li> <li>4. Year R parents in separate bubble, socially distanced – maximum 26</li> <li>5. Year N parents in separate bubble, socially distanced – maximum 14</li> <li>6. NHS track and trace QR code to be used by all visitors/parents</li> <li>7. Hand sanitiser will be available</li> <li>8. Face masks to be worn whilst on the premises</li> <li>9. Toilets will be out of use</li> </ul>	<b>Medium</b>
<b>Transition Day (2)</b> <b>01.07.21</b>				<ul style="list-style-type: none"> <li>1. Strictly limited to 1 parent per child</li> <li>2. Face masks to be worn whilst on the premises</li> <li>3. Parents to view inside the classroom 6 at a time for a maximum of 10 minutes. Parents to be kept in settings bubbles as much as possible.</li> <li>4. All other times will be outside activities only</li> <li>5. All equipment/resources used to be thoroughly cleaned after use</li> </ul>	
<b>Transition Day (3)</b> <b>08.07.21</b>				<ul style="list-style-type: none"> <li>1. Teachers to keep a 1m+ distance from pupils</li> <li>2. Children to use hand sanitiser on entry and exit</li> </ul>	



				<ul style="list-style-type: none"> <li>3. Children to be kept in settings bubbles as much as possible</li> <li>4. All windows and doors to be open to ensure ventilation</li> <li>5. Outside learning encouraged as much as possible</li> <li>6. Staff can wear face shields</li> <li>7. All resources/equipment used to be thoroughly cleaned after use</li> </ul>	
<b>Year 6 Graduation 20/07/21</b>	<b>Harm to all from direct and indirect contact with Covid-19</b>	<b>All staff, visitors, Parents, governors, children</b>	<b>High</b>	<ul style="list-style-type: none"> <li>1. The event will be outside socially distanced</li> <li>2. Strictly limited to 2 parents per child, to sit in family bubbles</li> <li>3. NHS track and trace QR code to be used by all parents/visitors</li> <li>4. Hand sanitiser will be available</li> <li>5. Face masks must be worn, unless medically exempt</li> <li>6. Toilet facilities will be available, to be wiped down after each use by the user. Paper towels and sanitising spray will be available. Toilets to be thoroughly cleaned at the end of the day.</li> <li>7. Disposable cutlery and plates to be used for afternoon tea, to be disposed of after use</li> </ul>	Medium
<b>Year 6 Performance 20/07/21</b>	<b>Harm to all from direct and indirect contact with Covid-19</b>	<b>All staff, visitors, Parents, governors, children</b>	<b>High</b>	<ul style="list-style-type: none"> <li>1. NHS track and trace QR code to be used by all parents/visitors</li> <li>2. Hand sanitiser will be available</li> <li>3. Face masks to be work, unless medically exempt</li> <li>4. The event will take place indoors, restriction easing permitting. If restrictions are not eased, then other arrangements will be made</li> <li>5. If event takes place indoors there will be adequate ventilation and space to allow for fresh air</li> <li>6. Doors and windows will be open</li> </ul>	Medium



### Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. <b>NOTE: This is a last resort control and should be for interim periods only, while higher level control is developed or implemented.</b>

### Supplementary Covid-19 Hierarchy of Controls

Order No.	Control	Example
Firstly	Eliminate	<b>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges</b>
Secondly	Protecting yourself and others	<b>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</b>



<b>Thirdly</b>	<b>Controlling potential spread</b>	<b>Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach</b>
<b>Fourthly</b>	<b>Minimising transfer of virus</b>	<b>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach</b>
<b>Fifthly</b>	<b>Reducing person to person contact</b>	<b>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</b>
<b>Sixthly</b>	<b>Personal Protective Equipment</b>	<b>The use of personal protective equipment could include using gloves, goggles, aprons, masks.</b>