

## Health & Safety

### COVID 19 Return to School Risk Assessment Proforma

<b>School:</b>	<b>St. Gerard' Catholic Primary &amp; Nursery School</b>
<b>Assessor:</b>	<b>Karl Landrum (Headteacher), Jane Gilbert (Health &amp; Safety), Graham Webb (Site Manager)</b>
<b>Date:</b>	<b>19 May 2020</b>
<b>Review Date:</b>	<b>Weekly – dependent upon new/revised guidance</b>



**Please transfer any negative answers onto the Risk Assessment Proforma to show actions**

#### Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to 2m social distancing? Are they informed only 1 adult should attend per child?	✓ <input type="checkbox"/> <input type="checkbox"/>	Letter was sent out to parents/carers on 18 May 2020
Has a deep clean taken place or been considered on site before reopening?	✓ <input type="checkbox"/> <input type="checkbox"/>	This is ongoing cleans and site manager are in the process or deep cleaning. A cleaning schedule will be prepared and adhered to
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings?	✓ <input type="checkbox"/> <input type="checkbox"/>	Stagger drop-off and collection times: Key workers / Vulnerable Children 8.30am-3pm – link corridor Nursery children 8.45am – 2pm – drop off Quinn Street Reception children 9am-2.15pm - PCR door Year 1 Children – 9.15am – 2.30pm – Link Corridor Year 6 Children 9.30am-2.45pm – School Office Parents with more than one child attending the school

<p>Have specified entrances/exits been allocated to specific groups?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>may pick up their children together. This will be arranged with the office.</p> <ol style="list-style-type: none"> <li>1. Parents are to adhere to the planned times and protocol involving drop off and pick up. There are markings places in the playground enforcing the 2 metre rule and a one way system around school yard.</li> <li>2. Only one parent/carer per family to drop off/pick up.</li> <li>3. Children are not to be taken by other friends/ family members (other than child minders)</li> <li>4. Parents and Carers are not to visit the school office unless it is an emergency.</li> <li>5. Pupils to wear clean clothes each day.</li> <li>6. Bring in water bottles, coat and a plastic lunch box; coats must be light and named.</li> <li>7. No bags to be brought in.</li> <li>8. Staff to stand in different areas of the playground on dropping off and picking up times and politely reminding parents/carers and children about procedures.</li> </ol> <p>Drop off  Nursery Group A &amp; B - 8.45 in through EYFS entrance  Reception Group A - 9am in through PCR  Reception Group B -9am in through PCR  Year 1 - Group A - 9.15am - in through main entrance for children  Year 1 - Group B -9.15am - in through main entrance for children  Year 6 Group A - 9.30am - in through main entrance for children  Year 6 Group B - 9.30am - in through main entrance for children  Key Worker Children - 8.30am - in through main entrance</p>
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<p>Are floor markings visible to reduce any possible queuing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Pick up  Nursery Group A &amp; B - 2pm through EYFS entrance  Reception Group A - 2.15pm through PCR  Reception Group B -2.15pm through PCR  Year 1 - Group A - 2.30pm - through main entrance for children  Year 1 - Group B -2.30pm - through main entrance for children  Year 6 Group A -2.45am- through main entrance for children  Year 6 Group B - 2.45am - through main entrance for children  Key Workers children - Group A&amp;B - 3pm</p> <p>Normal hours of work for Teachers and Support Staff. All staff (other than site manager and cleaners) should be off site by 4.15pm</p> <p>Floor markings outside of school gates and on the school playground</p>
<p>Are multiple entrances/exits in use and marked to allow effective social distancing of 2m including relevant signage?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>All necessary signs have been purchased and placed</p>
<p>Are the entrances/exits monitored when in use to politely remind persons of effective social distancing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Start/finish times are staggered  Staggered playtimes  Staggered lunchtimes  See Action plan for further details</p>
<p>Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for 2m social distancing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	

<p>For signing in/out at receptions have touch screens/digital systems been taken out of use and replaced with alternative procedures whilst still adhering to GDPR?</p> <p>If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> ✓</p>	<p>Entry sign taken out of use for any visitors/contractors etc. office staff will sign them into school Staff still use the screen as it is a reader and does not need to be touched</p>
<p>Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing of 2m? Consider appointment system or telephone appointments.</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Parents and Visitors to use school intercom at school gate or telephone calls for any queries to practise social distancing for office staff.</p>
<p>Are foyer areas marked with 2m distancing and displaying relevant signage/posters?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Floor signs have been placed</p>
<p>Is there provision of hand sanitiser at entrances/exits for Parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Hand sanitiser</p> <ol style="list-style-type: none"> <li>1. Staff made aware of health and safety re use of hand sanitiser. Children encouraged to wash hands regularly.</li> <li>2. Signage around school relating to washing of hands and hand sanitising stations.</li> <li>3. Hand sanitiser distributed around the school – parents to sign to give permission to use it on their children.</li> </ol>
<p>Are procedures in place to allow emergency contractors to access the site safely?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>See school action plan</p>
<p>Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Floor markings outside of school gates and on the school playground</p>
<p>Are staff advised to delay departure from school to avoid congestion with parents/pupils?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Staggered drop off and pick up times see action plan</p>

<b>Hygiene/Social Distancing</b>		
<p>Has clear communication/information been cascaded to pupils on the importance/reasons for 2m social distancing? Is there clear signage/communication throughout the school/early years setting?</p> <p>For younger children has this been actioned by age-appropriate methods such as stories and games?</p> <p>Has guidance been cascaded to pupils and parents on the importance of 2m social distancing when using public and school transport?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter sent out to parents/carers 18 may 2020.</p> <p>EYFS risk assessment in place</p>
<p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. All staff to encourage children to 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 ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' Staff to refer to the 'Handwashing guidelines document.'</li> <li>2. Signs will be put up around the school to encourage the use of good hygiene.</li> <li>3. Staff to refer to the document – effective hand washing and follow the instructions as directed.</li> <li>4. Hand sanitiser will be available in all areas of the school.</li> <li>5. The hand sanitiser risk assessment includes further information on the use of hand sanitiser in the school; all staff will have read the risk assessment.</li> <li>6. Permission to be sort from parents/carers for the use of the hand sanitiser</li> </ol>

<p>Has a review of classroom risk assessments taken place? i.e. consider desk spacing, is hand sanitiser required etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. Assign the same teacher to each group, and clean classrooms daily</li> <li>2. Pupils should be in the same small groups "at all times each day", with different groups stopped from mixing. Staff should also ensure the same teachers are assigned to each group.</li> <li>3. One child per desk.</li> <li>4. Desks to be moved 2m apart and further where possible.</li> </ol> <p>Each classroom will have a box which includes cleaning equipment and PPE; staff need to inform the site manager if resources need replacing.</p>
<p>Have numbers of desks been reduced and placed 2m apart within classrooms with consideration on no more than 15 pupils per room/area? Have spare chairs been removed? If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>See above</p> <p>Spare chairs and any fabric chairs to be removed wherever possible and stored elsewhere.</p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions, physical education classes. Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Classroom Organisation (Depending on Numbers) Nursery Groups – Nursery Classroom/Nurture Room Reception Groups – half of reception class and PCR Class 1 &amp; 2 – Year 1 Class 1 group A – Class 2 group B  Class 3 &amp; 4 – Keyworker children Class 3 group A – Class 4 group B  Class 5 &amp; 6 – Year 6 Class 5 group B – Class 6 group A  Activities will be taken outside as much as practicable</p>

<p>Have staff rooms been reviewed? Has furniture been rearranged to ensure 2m social distancing? Have staff been briefed in the new use rules of this area?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Only four members of staff allowed in the staffroom at one time. Chairs have been reduced to cater for this</p>
<p>Are pupils encouraged to wear clean uniform each day? Is this communicated to parents? In early years settings is clean clothing each day requested?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter sent out 18 May</p>
<p>Have staff been instructed, where possible to adhere to 2m social distancing? Are they encouraged not to touch hair, faces, regular handwashing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<ol style="list-style-type: none"> <li>1. Staff to adhere to social distancing rules as well as taking responsibility for their own health and safety.</li> <li>2. Physical contact such as handshakes and hugs are to be avoided between staff and children.</li> <li>3. Staff, pupils and adults on site should endeavour to stay 2m apart.</li> <li>4. Strict adherence to this policy will be monitored.</li> <li>5. Signs and displays around school to remind everyone about social distancing.</li> </ol>
<p>Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children will be taught through social stories about social distancing</p>
<p>To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Assign the same teacher to each group, and clean classrooms daily Pupils should be in the same small groups "at all times each day", with different groups stopped from mixing. Staff should also ensure the same teachers are assigned to each group. One child per desk. Desks to be moved 2m apart and further where possible.</p>
<p>Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Cleaners and site manager to empty bins Extra hours are in place for cleaning staff to enable cleaning and removal of rubbish this is completed on a</p>

		regular basis as per cleaning schedule
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	✓ <input type="checkbox"/> <input type="checkbox"/>	See cleaning schedule
Are there cleaning schedules in place for all I.T. equipment before and after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	Tablets and any ICT equipment should be wiped several times daily and between use. If possible, avoid children sharing tablets.
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	✓ <input type="checkbox"/> <input type="checkbox"/>	Site manager monitors the cleaning stock and replenishes when required
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	✓ <input type="checkbox"/> <input type="checkbox"/>	See cleaning schedule
Is there a facility to have a standby/all day cleaner?	✓ <input type="checkbox"/> <input type="checkbox"/>	Extra cleaning hours have been put in place daily – see cleaning schedule
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	✓ <input type="checkbox"/> <input type="checkbox"/>	<p>Reception:</p> <ul style="list-style-type: none"> <li>• Malleable resources, such as play dough, should not be used.</li> <li>• Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use, and where possible, children should be discouraged from sharing these.</li> <li>• Children should be taught to wash their hands frequently, and encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul> <p>Classroom routines.</p> <ul style="list-style-type: none"> <li>• Desks should be wiped regularly.</li> <li>• There will be boxes in each area of the school with PPE and cleaning equipment to be used.</li> <li>• Any objects the children touch should be disinfected once use has finished.</li> </ul>



<p>If I.T. suites are in use are appropriate cleaning measures in place? If not, take out of use.</p> <p>Are tablets, iPads cleaned before and after use? If not take out of use.</p>		<ul style="list-style-type: none"> <li>Please refer to the cleaning document for further information</li> </ul> <p>Tablets and any ICT equipment should be wiped several times daily and between use. If possible, avoid children sharing tablets</p>
<p>Have non washable toys/items been removed?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Will children be instructed not to bring items back and to from home to school i.e. toys etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Letter may 2020</p>
<p>Have children been allocated their own personal desk?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Assign the same teacher to each group, and clean classrooms daily Pupils should be in the same small groups "at all times each day", with different groups stopped from mixing. Staff should also ensure the same teachers are assigned to each group. One child per desk. Desks to be moved 2m apart and further where possible.</p>
<p>Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children will be allocated their own equipment</p>
<p>Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue? Encourage handwashing.</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children are instructed to use their elbow for coughing and sneezing whilst using a tissue, pedal bins provided for the safe disposal, children will then wash their hands</p>
<p>Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Windows in classrooms to be open, outside lessons where practicable</p>
<p>Are lunch times staggered?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Lunch Time:</b> Nursery Group A in nursery class - 11.45</p>

		Nursery Group B -in nursery class - 11.45 Reception A & B - in hall - 11.45 Year 1 - Group A - in hall - 12.10 Year 1 - Group B - in hall - 12.10 Year 6 Group A -in hall - 12.30 Year 6 Group B - in allocated space - 12.30 Key Worker Children Group A - in hall 12.30 for week 1 and 2 , 12.20 for week 3
Have classrooms been considered for use as dining areas to limit movement around school?	✓ <input type="checkbox"/> <input type="checkbox"/>	see above
Do you ensure 2m distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	✓ <input type="checkbox"/> <input type="checkbox"/>	Feet have been used for the 2 metre rule around school – see action plan for further details on staggered lunchtimes
Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing? Is walking in single file encouraged?  Consider one way systems, walking on the left where possible?  Can corridors be divided? (not always feasible)  Can lesson changes over times be staggered?	✓ <input type="checkbox"/> <input type="checkbox"/>	See action plan
Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools	<input type="checkbox"/> <input type="checkbox"/> ✓	Touch terminal has been taken out of use until it is safe to return
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools	<input type="checkbox"/> <input type="checkbox"/> ✓	
Are extra cleaning procedures in place for dining hall furniture before and after use?	✓ <input type="checkbox"/> <input type="checkbox"/>	A cleaning schedule has been completed

<p>Are dining room chairs spaced appropriately, 2m apart, has bench like seating been marked at 2m gaps?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Tables will be spaced out appropriately apart, stickers have been placed to tell children to avoid using certain seats</p>
<p>Are pupils instructed not to share food i.e. children bringing in their own?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>Children will have a staggered lunchtime. Children have been encouraged to provide their own lunches</p>
<p>Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc?  Have heavy use 'hot spots' been identified that may require extra servicing?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Tables will be cleaned after each sitting</b></p>
<p>Are kitchen/serving staff wearing appropriate protective clothing i.e. aprons, gloves etc?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See Dolce Risk Assessment</b></p>
<p>Has consideration been given to a limited menu or introducing packed lunch availability only in consultation with school meals providers?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See Dolce Risk Assessment</b></p>
<p>Are break times staggered to allow less children on playgrounds/areas?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Morning Break:</b>  Nursery - as required with outside play  Reception Group A in allocated space - 10am- 10.15  Reception Group B -in allocated space - 10am - 10.15  Year 1 - Group A - in allocated space - 10.20am- 10.35  Year 1 - Group B - in allocated space - 10.20am- 10.35  Year 6 Group A - in allocated space - 10.45-11am  Year 6 Group B - in allocated space - 10.45-11am  Key Worker Children -10.20am - 10.35 in allocated space  <b>Lunch Time:</b>  Nursery Group A in nursery class - 11.45  Nursery Group B -in nursery class - 11.45  Reception A &amp; B - in hall - 11.45</p>

		Year 1 - Group A - in hall - 12.10 Year 1 - Group B - in hall - 12.10 Year 6 Group A -in hall - 12.30 Year 6 Group B - in allocated space - 12.30 Key Worker Children Group A - in hall 12.30 for week 1 and 2 , 12.20 for week 3
Are different class group's kept apart and encouraged no to mix?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>see above</b>
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Children have been instructed to not play contact sports</b>
Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Bubble system</b>
Will movement in general be reduced around the school/early year's settings for staff and pupils?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?  Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>
Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>A gazebo has been purchased and will be erected in the playground and used if necessary as an isolation</b>
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective 2m social distancing cannot be adhered to i.e. face mask, eye protection, gloves, aprons?  Have staff been advised of correct use and disposal following	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>

<p>current guidance? Is government guidance understood by staff re using/wearing PPE?</p> <p>Have staff been instructed on how to correctly wear PPE i.e. donning and doffing?</p> <p>Are staff aware of how to safely dispose of PPE?</p>		
<p>Are arrangements in place to have the separation areas thoroughly cleaned after use?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>A cleaning schedule has been completed</p>
<p>Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>A cleaning schedule has been completed <b>See action plan</b></p>
<p>Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?</p> <p>Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>Letter sent out to parents may 18</b> <b>See action plan</b></p>
<p>Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See cleaning schedule</b></p>
<p>Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available? Is PPE available and disposed of correctly along with soiled items? Are changing beds/facilities cleaned before and after use? Are pregnant or vulnerable staff avoiding such activities?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p><b>See action plan</b></p>
<p>Are sufficient stocks of PPE held for cleaners as per normal routine</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<p>A cleaning schedule has been completed</p>

and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?		
Does the school hold sufficient stocks of handwashing materials?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>PPE monitored on a daily basis and stocks replenished as required</b>
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	A cleaning schedule has been completed
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities.	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See above</b>
Are pupils encouraged to wash hands before and after breaks/lunches?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See above</b>
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system? Are toilets cleaned regularly? Are bins emptied regularly?	✓ <input type="checkbox"/> <input type="checkbox"/>	Limit the number of children from your class using the toilet at any one time Toilets will be cleaned hourly – see cleaning schedule any accidents or incidents should be reported to the staff Bins will be emptied throughout the day
Are pupil handwashing areas supervised? Is hand sanitiser required?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Staff to supervised – signs and posters and been erected all around the school building</b>
Have shared water fountains been taken out of use?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Greetings – Physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning.	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Physical contact such as handshakes and hugs are to be avoided between staff and children.</b>
Staff / pupils advised to cover any cuts or wounds.	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Follow first aid policy</b>
Any other hazards?		

Fire/ Emergency Incidents	Yes / No / N/A	If No, describe issue
Has the full site fire risk assessment been reviewed?	✓ <input type="checkbox"/> <input type="checkbox"/>	All staff have been sent and informed of this information
Have fire evacuation plans been reviewed to reflect any areas change of use?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed fire evacuation plan been put into practice adhering to 2m social distancing?  Are incident controllers/fire marshals aware of new procedures?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to 2m social distancing?	<input type="checkbox"/> ✓ <input type="checkbox"/>	ICE CATS had to be cancelled due to COVID 19 outbreak – follow original lockdown procedures
Do the reviewed plans reflect and allow for effective social distancing?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Have extra muster points been allocated to allow for 2m social distancing?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	✓ <input type="checkbox"/> <input type="checkbox"/>	SLT
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	✓ <input type="checkbox"/> <input type="checkbox"/>	See action plan
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	<input type="checkbox"/> <input type="checkbox"/> ✓	Fire doors will not be wedged open at anytime
Are normal fire checks continuing i.e. alarm tests, emergency	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Encourage contractors to book appointments before</b>

lighting test etc? Completion of weekly, monthly, 6 monthly requirements?		<b>and after the children and staff have left the building</b>
Any other hazards?		



General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Have environmental risk assessments been reviewed?  Have you considered; <ol style="list-style-type: none"> <li>1. Access/egress?</li> <li>2. Movement around school/early years setting?</li> <li>3. Break times/lunch times/lesson changes?</li> <li>4. Toileting?</li> <li>5. Location of hand sanitisers?</li> <li>6. Signage?</li> <li>7. First Aid rooms?</li> <li>8. Sensory rooms?</li> <li>9. Intimate care rooms?</li> <li>10. Kitchens</li> <li>11. Dining rooms</li> <li>12. Halls/gyms</li> <li>13. Science and DT area?</li> </ol>	✓ <input type="checkbox"/> <input type="checkbox"/>	
Has a site survey been conducted to ensure all correct signage/posters and 2m markings are in place including school gates/entrances?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>SLT, Site Manager Health &amp; Safety</b>
Have vulnerable staff been identified who may need to stay	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Headteacher</b>

working at home i.e. shielded individuals? If they can't stay at home are they offered tasks in a safe shielded area within the site?		
If a member of staff or pupil is living with a shielded individual they should continue to work/study at home – is there provision in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	✓ <input type="checkbox"/> <input type="checkbox"/>	
Are pupils who fall into the shielded individual group continuing to be supported with learning at home?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Learning packs sent out fortnightly</b>
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?  Has your staff handbook/induction process been reviewed to reflect the current situation?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Staff hand book updated may 20, daily emails from headteacher</b>
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Site manager completed all relevant paperwork</b>
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for 2m social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>

manage COVID 19?		
Are there sufficient first aiders on site?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>All staff are first aid trained, all support staff are paediatric trained</b>
In the event of first aid being required and social distancing not possible is there correct PPE provision?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>See action plan</b>
Has all outdoor play equipment been closed off to prevent use? If in use are stringent rules and before/after cleaning measures in place?	✓ <input type="checkbox"/> <input type="checkbox"/>	<b>Site manager will clean daily</b>
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	<input type="checkbox"/> <input type="checkbox"/> ✓	
Does your school have a school minibus?  If so have you restricted certain seats from use to enable 2m social distancing?	<input type="checkbox"/> <input type="checkbox"/> ✓	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers,	<input type="checkbox"/> <input type="checkbox"/> ✓	

issues etc?		
<p>For staff continuing to shield or work from home due to vulnerabilities is regular contact made?</p> <p>Are you aware prolonged working from home can adversely affect mental health? Do you have strategies in place to assist staff who may need further support?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	<b>See action plan</b>
<p>Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms?</p> <p>Are relevant communication strategies in place to keep governors informed?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?</p>	<p>✓ <input type="checkbox"/> <input type="checkbox"/></p>	
<p>Any other hazards?</p>		

**Please transfer any negative answers onto the below Proforma to create your action plan**

**Risk Assessment Proforma**

<b>School: St. Gerards Catholic Primary School</b>	<b>Assessment Date:</b>
<b>Assessor:</b>	<b>Review Date:</b>

HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
Lockdown and bomb alert	All	Interim procedures in place	Medium	Training will be provided from ICECATS November 2020	Nov 20	

### Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	May 2020	May 2020	Document created	LPR
2	June 2020	June2020	Addition pro form instructions on front page. Systems in place added. Addition of Greeting advice. Covering of cuts and wounds advice. Deliveries and Post advice.	CH