

Risk assessment template

Company name: St. Mary's RC Primary School: Preparation for Re-opening

Assessment carried out by: Tim Baxter

Date of next review: 11th September

Date assessment was carried out: 21/08/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Maintaining social distancing when entering & leaving school	Pupils Parents Staff Visitors	Limiting entry to the school	Timetabling each class to begin and end the school day on a staggered timetable, using different access points.	All staff	2 nd Sept 2020	Yes
Parents entering school building to speak to staff & pay dinner money	Pupils Parents Staff	Limiting entry to the school	No parents to enter classrooms. Parents can speak to Head & Clerk through glass hatch in foyer or by telephone.	All parents	2 nd Sept 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>Dinner money to initially be collected and inputted into cash machine on a weekly basis (Mondays) by school clerk (wearing full PPE)</p> <p>All dinner money collection to be conducted via Parent Pay (by autumn half term)</p>			
<p>Visitors entering the school</p>	<p>Pupils Staff</p>	<p>Limiting visitors entering the school</p>	<p>No visitors to enter the school, when pupils are in attendance.</p> <p>Where possible, maintenance to be conducted after pupils have left the building.</p>	<p>Headteacher</p>	<p>2nd Sept 2020</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>Contractors will be required to demonstrate Covid 19 risks in relation to the activity have been reduced to as low as reasonably practicable (out of hours attendance, strict distancing, PPE etc.)</p> <p>Contractors will be required to complete track and trace information at reception before accessing site.</p>			
<p>Maintaining social distancing in classrooms</p>	<p>Pupils Staff</p>	<p>Reducing furniture to achieve 2M social distancing</p>	<p>Repurpose classrooms to accommodate all pupils facing in the same direction at workstations, where possible.</p> <p>All classes to have appropriate signage to aid</p>	<p>Headteacher & All Staff</p>	<p>2nd Sept 2020</p>	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>social distancing and good hygiene .</p> <p>PPA staff & headteacher to revise timetable to limit cross contamination between classes.</p> <p>Accelerated Learning Programme (ALP) staff and headteacher to ensure agreed timetable for additional support limits cross age group/class contamination. Where cross contamination cannot be avoided, 2 metre distancing should be in place.</p>			Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Maintaining social distancing at breaktimes	Pupils Staff	Staggering breaktimes	Timetable all classes to have staggered breaktimes in different parts of the school.	Headteacher & All Staff	2 nd Sept 2020	Yes
Maintaining social distancing at breakfast & lunchtimes	Pupils Staff	No breakfast club operating in first week of autumn term No hot meals served at school	From second half of autumn term re-start breakfast club, ensuring pupils eat in three bubbles in three separate locations (Rec, Yrs 1&2 in School Hall, Yrs 3&4 in Church Bar Area, Yrs 5&6 in Church Hall. Ensure that pupils eat a packed lunch/grab bag at their workstation.	All teaching and catering staff	2 nd Sept 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Maintaining social distancing in the pupil toilets	Pupils Staff	Increased ventilation to toilets Limit pupil access	Introduce a toilet traffic light system to ensure that only one pupil enters at a time. Limit cross contamination where possible by allocating individual toilet cubicles to each class.	All staff	2 nd Sept 2020	Yes
Caring for a sick Child or member of staff	Pupils Staff	Furniture reduced in medical room Appropriate PPE provided	Increase quantity of PPE. Ensure that all staff have copy of agreed procedures for caring for sick children. Ensure that first aiders are fully trained and confident to safely deal with sick pupils and staff	All staff	2 nd Sept 2020	Yes
Protecting staff	Staff	Stagger entry to the school.	Increase PPE stock.	All staff	2 nd Sept 2020	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Limit staffroom numbers. PPE Provided.	Repurpose classrooms to ensure that staff are able, where possible, to socially distance from pupils and each other.			
Ensuring PPE Is Used Effectively	Pupils Staff	Providing sanitizing gel, gloves, aprons and face masks	Order additional sanitizing gel. Inform pupils and staff that facemasks are optional within the school. Ensure that pupils wear facemasks on the school bus. Ensure that facemasks are ordered (300) stored in the medical room and a designated bin with lid placed in a communal area.	Headteacher	2 nd Sept 2020	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Cleaning, ventilation & Hand Sanitizing	Pupils Staff Visitors	Daily deep cleaning regime at end of day. Additional cleaning rota, wiping door handles etc. Sanitization stations in entrances and classroom doors Additional ventilation added to toilets.	Change times of additional cleaning rota to PM instead of AM. Install new sanitization stations outside each classroom.	Headteacher & Cleaning Staff	2 nd Sept 2020	Yes
Home to school transport	Pupils, escort & driver	Postponing all school transport	From second week of autumn term, school transport to resume under the following conditions: <ul style="list-style-type: none"> No more than 10 pupils to a 16 seater bus Pupils to sit in family or class bubbles where possible 	Headteacher, TA's & Coach Company Staff	2 nd Sept 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<ul style="list-style-type: none"> • TA's to escort their pupils to and from bus at beginning and end of school day • TA's to keep a register of bus pupils for track and trace • Ensure that pupils wear facemasks on the school bus (2 per day to be provided by parents) 			
Effective virus control	Pupils and staff	Ensuring that pupils and staff conform to Welsh Government guidance on virus control and quarantine rules	Ensure that a separate code is added to the SIMS Registration System to record pupils who are isolating and ensure that they do not return to school	Headteacher & TA's	2 nd Sept 2020	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			before the end of their quarantine period. Ensure that TA's maintain a bus register to accurately track pupils using home to school transport each day.			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/