

Catalyst Academies Trust		RISK ASSESSMENT FORM – Key Worker and Vulnerable children attending school during Lockdown 2021				Form Number: HSF003 Version: 1.0 Date: Jan 2013 Procedure: HSP 5.0		
Location/Site: Catalyst Schools- Aveley Primary			Date of Assessment: Initial - 19 th May 2020 Updated 05.01.2021 Updated 20.01.2021		Assessor(s): Trust SLT		Reference: Aveley Primary	
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed	
Attending Critical Worker Provision/EHCP/ Vulnerable Children Provision	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Children and their families attending the provision must have a covid test and provide a negative test result before attending the provision. 2. Children and their families will need a new test following a period of absence or following isolation following a bubble closure. 3. Maximum number of children on site limited to 36. 					
Lack of social distancing in the classroom	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Reduce the number of children in the classroom to enable social distancing (no more than 15) 2. Children grouped in Key Stage bubbles. Year group bubbles within the larger bubbles (YR – Y3 and Y4 – Y6) 3. Remove excess furniture to increase space if there is space to do so 4. Children keep to their desks when in the room 5. Social distancing rules created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc.) 6. Rule re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 7. Children initially spoken to and isolated if cannot adhere to rules and spoken to re the need for social distancing 					

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			8. Children to attend the on-line learning for their own class. 9. Additional lessons/activities planned for individual work where necessary 10. Feedback – mostly via the teacher on line. Some verbal sometimes including the use of a large whiteboard and/or visualizer and/or interactive whiteboard not close interaction 11. Work and resources are distributed at the start of the lesson or from a central collection point, not given out by staff or children. 12. Mark out an area for the teacher – 2m distancing at front of room 13. Mark out pathways to move through the room if practicable 14. Children to use own tray of resources on the same desk if returning next day (these will be cleaned at the end of day and left overnight) 15. Teachers/ LSTs are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>) 16. Children stay in the classroom for majority of the session and do not mix with other groups/bubbles 17. Classrooms to be well ventilated, doors and windows open as appropriate.				
Lack of social distancing using toilets and poor hygiene	resulting in direct and indirect transmission of the virus	Children Staff Families Wider Community	1. One child allowed to go to toilet at a time 2. Allocated toilets for different groups/bubbles of children to avoid cross contamination 3. Children regularly reminded of good hand hygiene (through visual displays and from staff) and soap is available at all sinks 4. Extra signs in toilet re washing hands 5. Wedges for the toilet external doors if not fire doors 6. Only disposable towels to be used and disposed of in a lidded bin				

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			<ul style="list-style-type: none"> 7. Enhanced cleaning of toilets in place (3 times a day) 8. Staff toilets will only be used by one person per 'block' at a time to adhere to social distancing 9. Staff will need to wash their hands thoroughly after using the toilet 10. Staff waiting to use the toilets will need to wait in the corridor at least 2m apart 11. Children encouraged to use the toilet before and after any outside play so as to avoid children entering and exiting building multiple times 				
Lack of social distancing waiting to enter classroom in morning	resulting in direct transmission of the virus	Children Staff Families Wider Community	<ul style="list-style-type: none"> 1. Adults reminded by sign at front entrance gate that wearing of face masks is required whilst on school site. 2. Markers outside the classrooms for the children and parents to wait – more than 2 metres apart as more than one person 3. Allocated gate for children 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 entrance gates 6. SLT to be on duty to supervise and remind parents of expectations where necessary 7. All staff on gates, outside or on doors to wear face masks 8. All parents/carers/visitors to wear masks while on site; arrangements by staff member for those that are exempt. Letters to confirm arrangements. 9. Rec- Yr. 3 Bubble 1 to enter via Lime class gate. Rec- Yr. 3 Bubble 2 and Yr. 4-6 to enter and exit via KS1 gate. 10. EHCP bubble enter via Lime class gate and based in Rm 10. 	On collection parents may be briefly asked to show face if child is unsure of adult identity.			

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Lack of social distancing during playtimes and lunchtimes	resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Key worker children eat in their classrooms at the same desk or space used during lessons 2. Key worker children asked to bring packed lunch in, packed lunches kept on the trolley and children only to pick up their own lunchbox (Staff not to touch) 3. Designated playground areas to avoid cross contamination 4. Adults from bubbles to supervise their own bubble 				
Lack of social distancing in the corridors	resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. One child going to toilet at one time 3. Messages to office via phones/ email 4. Share instructions with children concerning going and returning to toilet 5. When moving class around the school – 1m+ between children/ adults 2m – one adult at back insisting the distance is maintained – regular practice of this in the first few days, visual markers such as spots can be used. 6. One-way system around the school using walkway and outside 7. Signage will make route around school clear 				
Contact of shared resources	resulting in indirect transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Children to have any necessary packs of stationary (labelled with their name on) 2. Children have a tray on the desk that contains any work and resources that may be needed for the day 3. Resources washed in Milton each night and left to dry if not same person using them the next day 4. Tables, door handles and other surfaces cleaned with appropriate cleaning between group timings (lunchtime) and every night 5. Any additional lessons/activities planned so resources are individual and not shared necessarily – or on white board 				

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			6. Resources on tables ready for lesson and not distributed within the lesson 7. Trays used for individual resources 8. Children encouraged to wash hands / use hand sanitiser before and after each lesson 9. Staff will not handle sheets or other resources children have touched unless necessary. They will wash their hands thoroughly after touching any items				
Emotional distress of the children – especially those with an EHCP/identified as vulnerable.	Emotional distress	Children Staff Families Wider Community	1. Children to be introduced to staff members to ensure familiarisation 2. Small numbers of children to support their emotional need 3. PSHE curriculum that supports emotional well-being, worries and fears 4. The structure of the day and routines explained clearly by staff to reduce anxiety 5. Contact maintained with class teacher via TEAMS 6. Social stories prepared for those children that may require it and/or all the children on returning if appropriate				
Emotional distress of the staff – including anxiety and workload	Emotional distress	Staff	1. Sharing of risk assessment- hazard identification and control measures 2. Support from SLT/ Well-being team if needed 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 regularly. 7. Designated “staff areas” areas for different groups of staff. 8. Extremely vulnerable staff (Shielding) work from home 9. Sharing of support helplines for all 10. If vulnerable staff are required to be in school, their individual RA will be updated prior to their return.				

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			11. Where signs of distress are recognised – support plan put in place.				
Risk of spreading virus due to close contact with children – 1:1 and restraint	resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Read <i>(Coronavirus (Covid 19) Implementing protective measures in early years and education settings.</i> 2. Masks to be worn in the situations outlined in the guidance 3. Instructions from PHE re cleaning will be followed. 4. PPE available and to be used 5. Visor available if needed 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 	Individual risk assessments will need to be read in conjunction with this RA for children with specific 1:1 needs.			
Staff movement around the school	resulting in indirect transmission of the virus	Staff	<ol style="list-style-type: none"> 1. Staff will wash their hands when they arrive at school and when they leave 2. Keypads on doors will be wiped by the person who touched them 3. Gate keypads wiped by the person opening the gate. 4. Offices to be closed, or only accessed by essential staff 5. Only office staff to enter the office beyond the marked out box. 6. Maintain 2m distance in staff room. 7. Appropriate cleaning materials and wipes to be available in all shared areas. 8. Where possible, surfaces which need to be touched should be limited – lids removed from tea/coffee containers for example 9. Stay in zoned teaching area in class 10. Shared spaces (photocopier rooms, stock cupboards) to have space specific risk assessments shared with staff. 11. Staff will be on site only when necessary and will be encouraged to go home promptly (to avoid additional contact with adults) 12. Staff must wash their hands before entering a shared area and when leaving 	Appropriate signage to be made and erected			

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			<p>13. Staff to sign in on entry and sign out as they leave – daily staff signing in sheet on cupboard door by the entrance. Staff to use their own pen.</p> <p>14. Space specific risk assessments will be read in conjunction with this risk assessment.</p>				
Children/ Staff falling ill and showing symptoms in School	resulting in direct transmission of the virus	Children Staff Families Wider Community	<p>1. Members of the senior leadership team and the CEO of CAT will continually check for further updates and amend risk assessments accordingly and in line with new guidance.</p> <p>2. If any child displays symptoms, parents will be immediately contacted to take their child home.</p> <p>3. Any child waiting to be collected will be in a room with windows and doors that are opened.</p> <p>4. If they use the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area.</p> <p>5. The person who supervised the child, will do the cleaning to avoid unnecessary exposure.</p> <p>6. A staff member will remain behind a closed door if this is at all possible. Where this is not possible, staff will wear PPE required and will stay as far away as possible.</p> <p>7. If anyone displays symptoms, parents will be immediately contacted to take their child home.</p> <p>8. Following a positive test school would follow the isolation advice from DfE/PHE. Testing of staff who have had contact with that group will be a priority. Advice to parents of group to also have their child tested if they show symptoms.</p>				
All stakeholders identified as being at increased risk and exposed to COVID-19	All stakeholders identified as at increased risk and exposed to COVID-19.	Employees, pupils, contractors and visitors including those in specific vulnerable groups such as BME,	<p>1.Children and young people (0 – 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are advised to shield.</p> <p>2.Clinically extremely vulnerable children are</p>	Government guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus is available via: https://www.gov.uk/government/			

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		may be exposed to COVID-19.	<p>not expected to be attending school and should continue to be supported at home as much as possible.</p> <p>3.If a child is deemed clinically vulnerable (but not clinically extremely vulnerable), parents MUST follow medical advice provided for their child.</p> <p>4.Identify pupils who are clinically extremely vulnerable and clinically vulnerable.</p> <p>5.SLT to communicate appropriately with their most vulnerable children and health care plans updated where necessary.</p> <p>6.Additional arrangements implemented to support medical needs of pupils who will be attending schools and documented within health care plans.</p> <p>7.Health care plans and arrangements for supporting medical needs of pupils to be communicated to relevant persons only.</p> <p>8.Updated health care plans to be signed by parent / carer.</p> <p>9.Individual risk assessments to be completed for those in specific vulnerable groups if deemed necessary.</p> <p>10.Assess the need for PPE / RPE to facilitate any close contact personal care, or procedures that create airborne risk (e.g. suctioning and physiotherapy).</p>	<p>publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>NHS guidelines outline the criteria for those at higher risk of COVID19, this can be accessed via: https://www.gosh.nhs.uk/news/coronavirus-covid-19-information-hub/coronavirus-covid-19-and-vulnerable-</p> <p>If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronaviruscovid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm</p>			
Visitors to school	Virus transmission from a visitor coming into school.	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Visitors (e.g. Contractors, Supply Staff, Delivery staff), will not be allowed on site unless there is a prior appointment or exceptional circumstances. 2. All visitors given RA of expectations to adhere to. 3. Where paper signing in is used, visitor to use own pen. 4. Other professionals should supply the school with their organisations' risk assessment. 5. When visitors call to make an appointment, the office staff will inform them of the 	Visitors asked to provide their own risk assessment.			

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