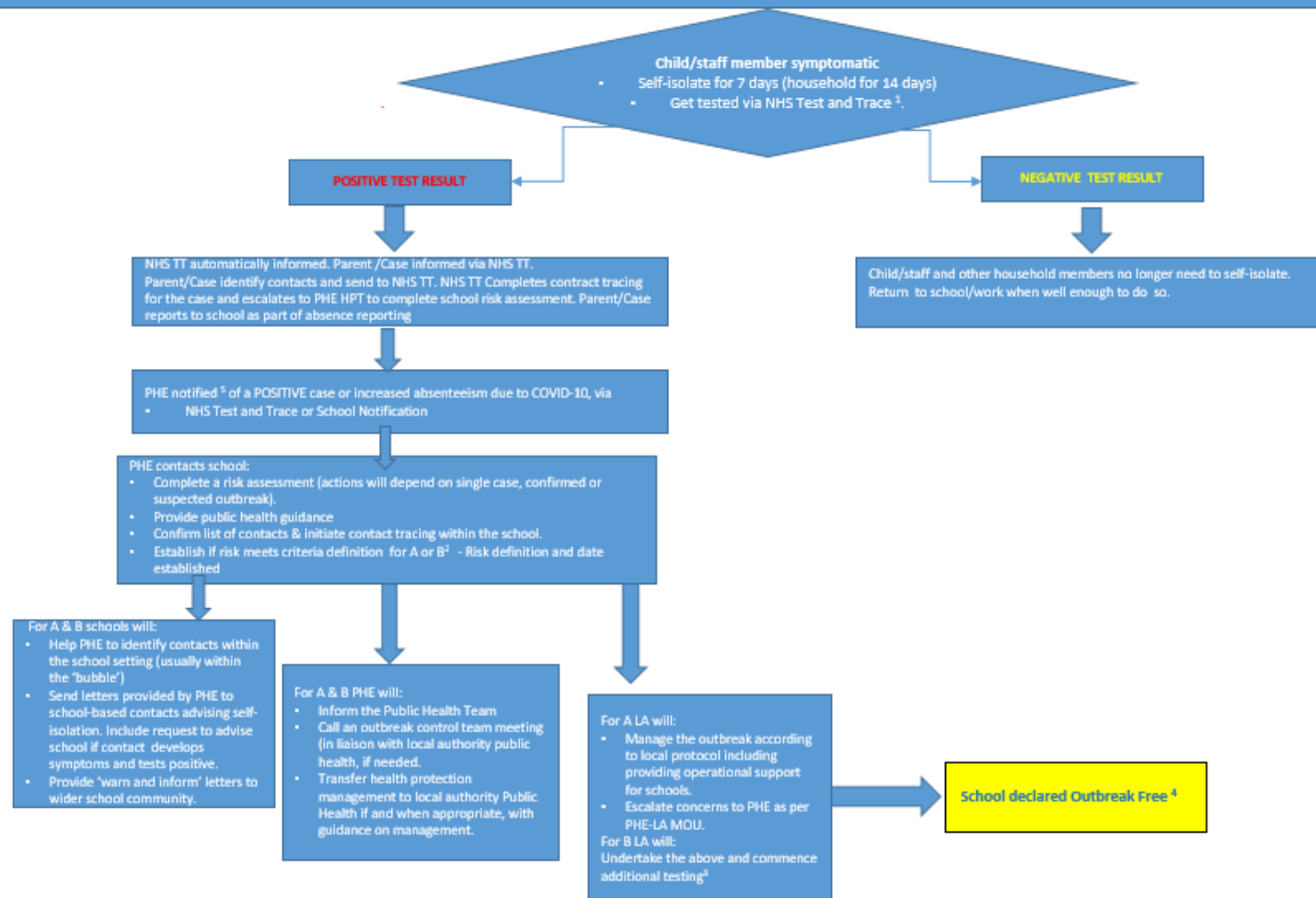


Catalyst Academies Trust		RISK ASSESSMENT FORM					
Location/Site: Catalyst Schools - Dining Hall		Date of Assessment: 13 th July 2020		Assessor(s): Trust SLT		Reference: Aveley Primary School	
Activity/Task/ Situation	What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Completed
Lack of social distancing in the dining hall	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Lunchtime routines will be clearly communicated with the children. 2. Children and adults will all wash their hands before entering the dining hall. 3. Children will be encouraged to use the toilets in their bubble before coming to the dining hall. 4. Children to be brought into the dining hall by an adult from their bubble, except for exceptional circumstances. 5. All children will sit in their allocated area within their bubble and away from all other bubbles. 6. Lunch provided by the school, to be served at tables and cleared away by adults. 7. Plates/cups etc. to be cleaned by kitchen staff. 8. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance 9. Children isolated if cannot adhere to rules and spoken to re the need for social distancing 10. Mark out pathways to move through the dining hall if practicable, using a one way system. 11. Children to use the same group of tables each day. 12. Staff are assigned to these children and stay with these children throughout the day (<i>and on sub-sequent days</i>) 				
Lack of social distancing using toilets and poor hygiene	resulting in direct and indirect transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. One child allowed to go to toilet at a time, if required. They will be encouraged to use the toilet before entering the dining hall. 2. Allocated toilets for different groups of children 3. Children reminded of good hand hygiene regularly and soap is available at all sinks. 4. Extra signs in toilet re washing hands 				

			5. Wedges for the toilet external toilet doors if not fire doors.				
Lack of social distancing waiting to enter the dining hall	resulting in direct transmission of the virus	Children Staff Families Wider Community	1. Markers outside the dining hall doors. One door in and one exit. 2. Signage for children displayed around the school and in the dining hall.				
Children/ Staff falling ill and showing symptoms in school	resulting in direct transmission of the virus	Children Staff Families Wider Community	1. Please see guidance in the main risk assessment. 2. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in the 'isolation' room with windows and doors that are opened. 3. Staff members showing symptoms will inform a member of SLT immediately and will be sent home. 4. Deep cleaning of the area where the child was sitting, will be carried out immediately.				
Contact with food/preparing food	Resulting in direct transmission of the virus	Children Staff	1. Ensure all staff are fit for work 2. Staff members to wash hands before handling food items 3. Regular washing of hands throughout the morning 4. Check food preparation areas are clean and disinfected prior to use 5. Staff and children to maintain a social distance as much as possible. Food to be delivered to the table by staff. 6. Children who are bringing in a lunch from home, will bring it to the dinner hall with them. No one else will touch it. 7. Parents are asked to provide children with items they can open themselves. 8. Continue to follow usual food health and safety procedures.				

Test and Trace process for schools



1= order a test through <https://www.nhs.uk/conditions/coronavirus-covid-19/> or call 119

2= **Definition A** is a case requiring further investigation. **Criteria:** 1 confirmed case and 1 symptomatic case within the school or 2 suspected cases in a bubble or 1 confirmed and 1 suspected case within a bubble.

Definition B is a Confirmed Outbreak **Criteria:** 2 confirmed cases of COVID-19 within the same bubble within the school or 2 or more confirmed cases anywhere in the school

3= Additional testing will be performed as appropriate within the school every 7 days on asymptomatic staff and students until there are no new cases and outbreak is declared over.

4= The outbreak can be declared over once no new cases (symptomatic or asymptomatic) have occurred in the 28 days since the appearance of symptoms /from the date of swabbing in the most recent case

5=To notify a case(s), please call the Public Health England (PHE) in the East of England on 0300 303 8537 (option 1)