

**COVID-19 Risk assessment summary**

This risk assessment summary provides an overview of the significant findings of the detailed risk assessment (using the risk assessment template) undertaken in line with the Compliance Code for Educational Settings and government guidance. The risk assessment considers a single hazard of COVID-19 and identifies the control measures that are in place for the setting to reduce the risk of transmission to staff, pupils and visitors, as low as is possible in line with community risk levels. [The measures provided below are examples from the risk assessment template, settings should adapt, delete or add to these as appropriate to reflect your specific control measures and the areas where they apply]

<b>Setting:</b> St. Augustine's Catholic Primary School Assessor Name: Rachel Swindell Manager Name: Rachel Swindell	<b>Assessment Date:</b> 04/01/2021 <b>Review Date:</b> 25/01/2021 – or before if needed
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Area of risk	Control Measures in place	By whom	Date Completed
Positive case bringing COVID-19 into the setting	<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Limiting visitors to the site to only essential and by appointment including out of setting hours where possible.</li> <li>• <input checked="" type="checkbox"/> No-one entering the setting if they are symptomatic, everyone will be asked about symptoms before entering.</li> <li>• <input checked="" type="checkbox"/> Contact records are in place.</li> <li>• <input checked="" type="checkbox"/> Events occur remotely through the use of technology.</li> <li>• <input checked="" type="checkbox"/> Children will be dropped off at a designated playground.</li> <li>• <input checked="" type="checkbox"/> Deliveries will occur through a pre-arranged drop off point.</li> <li>• <input checked="" type="checkbox"/> Staff and pupils know what the main symptoms are and they will go home if they develop symptoms.</li> <li>• <input checked="" type="checkbox"/> We have a room available for someone who develops symptoms to wait to be collected. <b>This is the Head's Office.</b></li> </ul>	Rachel Swindell – Head Teacher	<div style="background-color: #90EE90; padding: 2px;">01-09-2020</div> <div style="background-color: #90EE90; padding: 2px;">04-01-2021</div>
Exposure to numerous people while in the setting increasing transmission risk	<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Applying bubbles/groups to limit the number of contacts (including staff), these are kept as small and as consistent as possible. <b>We arrange bubbles by class and year group phases, e.g. Nursery, Reception, KS1, LKS2 and UKS2.</b></li> <li>• <input checked="" type="checkbox"/> Even smaller groupings are applied to activities considered higher risk <b>e.g. after school clubs, practicals, performing arts. Group sizes are no larger than 15 children.</b></li> <li>• <input checked="" type="checkbox"/> Premises and cleaning staff have been instructed to maintain social distancing and avoid other users of the setting. <b>Cleaning is undertaken at 6:30am &amp; 3:00pm to achieve this.</b></li> <li>• <input checked="" type="checkbox"/> Bubbles/groups are allocated their own space in the setting e.g. <b>phase group areas.</b></li> <li>• <input checked="" type="checkbox"/> Movement around the setting has been planned to reduce group mixing through limiting large group movement, staggering times for movement, introduction of one way systems, use of different entrances and exits, the use of dividers, supervision.</li> <li>• <input checked="" type="checkbox"/> Communal facilities such as toilets are managed to reduce group mixing by <b>supervision at break times &amp; teachers allowing one child at a time from classes.</b></li> <li>• <input checked="" type="checkbox"/> Break and lunch times are arranged to reduce group mixing through staggering times for use, the use of physical dividers in large spaces.</li> <li>• <input checked="" type="checkbox"/> Assemblies, staff meetings, staff training and other gatherings are managed remotely through the use of technology.</li> <li>• <input checked="" type="checkbox"/> <b>Emergency evacuation arrangements have been reviewed and amended to support the maintaining of bubbles/groups by organised fire drills.</b></li> </ul>	Rachel Swindell – Head Teacher	<div style="background-color: #90EE90; padding: 2px;">01-09-2020</div> <div style="background-color: #90EE90; padding: 2px;">04-01-2021</div>
Direct person to person transmission	<ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Classrooms are arranged to provide as much space as possible and separate seats as much as possible, with desks facing forward, removal of all but essential items and furniture.</li> <li>• <input checked="" type="checkbox"/> Teachers remain at the front of the class as much as possible and maintain 2m distance from pupils, where this is not possible they work side on to the pupil not face to face including during practical lessons such as PE, performing arts and sciences.</li> <li>• <input checked="" type="checkbox"/> Staff spaces such as offices, reception areas and staff rooms are organised to maintain distance through the arrangement of furniture, floor markings, one way systems, screens.</li> <li>• <input checked="" type="checkbox"/> All other space is also arranged in the same way to enable distances to be maintained e.g. reminder sign posts.</li> </ul>	Rachel Swindell – Head Teacher	<div style="background-color: #90EE90; padding: 2px;">01-09-2020</div> <div style="background-color: #90EE90; padding: 2px;">04-01-2021</div>

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	<ul style="list-style-type: none"> <li>• ✓ Activities are undertaken outside where possible e.g. PE.</li> <li>• ✓ Ventilation is increased as much as possible by keeping classroom windows and doors open.</li> <li>• ✓ Lockers and coat hook areas are managed to prevent close contact by <b>encouraging staff to keep their belongings in the phase areas where they are based, staggering break times and access to lockers.</b></li> <li>• ✓ Play equipment use is managed to maintain distancing where possible by introduction of a one way system, limiting numbers, taking some equipment out of use or repositioned, no group mixing.</li> <li>• ✓ Tissues and bins are readily available across the site to encourage good respiratory hygiene.</li> <li>• ✓ Background and accompanying music sound levels and group activities are arranged to prevent unduly raised voices including using microphones to project the voice to prevent shouting/loud singing.</li> <li>• ✓ The use of changing rooms is reduced as much as possible through <b>asking pupils to attend school in their PE Kit and after school sports activities.</b></li> <li>• ✓ Practical subjects have been reviewed and arranged to maintain distance between participants by <b>following updated Science, PE and Music guidance from the DfE.</b></li> <li>• ✓ Bike rack use is managed to reduce close contact through limiting use to one at a time, spacing of facilities.</li> <li>• ✓ The catering provision has been altered to reduce queuing, maintain bubbles, limit movement and maintain distancing through floor marking, arrangement of furniture, use of a class delivery service.</li> <li>• ✓ <b>Face coverings are used in areas where space is restricted and distancing cannot be maintained including, emergency parent meetings and playground areas to remind families to social distance.</b></li> <li>• PPE is used by staff in the following circumstances, <b>when a child has COVID symptoms and a distance of 2m cannot be maintained. Normal PPE use should be maintained for nappy changing, e.g. gloves and apron.</b></li> </ul>		
Surface transmission (including equipment)	<ul style="list-style-type: none"> <li>• ✓ General cleaning and disinfection is undertaken at least twice a day, during break times when classrooms are vacant.</li> <li>• ✓ Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</li> <li>• ✓ Touch points have been identified and regularly cleaned and disinfected throughout the day including door handles, chair backs, shared equipment/items, taps, play equipment etc.</li> <li>• ✓ Staff are provided with disinfectant wipes or cloths and spray to disinfect contact points in between teaching sessions.</li> <li>• ✓ Pupils are issued with their own resources such as pencil/pen, ruler, workbooks.</li> <li>• ✓ The number of resources taken/brought from home is limited to a water bottle, reading book, lunch box.</li> <li>• ✓ Hand hygiene, cleaning and quarantining measures are in place for shared resources or resources that need to be taken home including, reading books.</li> <li>• ✓ Drop off points or transfer zones are in place for shared resources.</li> <li>• ✓ Hand sanitiser is provided throughout the site and everyone is encouraged to use it regularly when hand washing cannot take place including, on entering/leaving the site, before and after eating/drinking, between activities, before and after sharing resources, after removing a face covering.</li> <li>• ✓ Handwashing is supervised as necessary such as for start/end of the school day, breaktimes, lunchtimes, outdoor activities, hall activities.</li> <li>• ✓ <b>Water coolers and water fountains are out of use. Children use their own water bottle or they can borrow a class cup that is cleaned by staff.</b></li> <li>• ✓ Bins are emptied regularly at the end of the day, or during if needed.</li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021
Staff and pupil health increasing the risk of transmission	<ul style="list-style-type: none"> <li>• ✓ An individual risk assessment has been undertaken for staff identified as at increased risk and measures agreed with them to reduce the risk.</li> <li>• ✓ Individual support plans for pupils have been reviewed and altered to account for COVID-19 transmission risks.</li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021

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Staff and pupil mental health and well-being due to anxiety or increased pressure	<ul style="list-style-type: none"> <li>✓ Staff mental health and well-being has been assessed and measures are in place to support including, management support, the use of an Employee Assistance Programme and MAT resources.</li> <li>✓ Arrangements are in place to support <b>pupil mental health and well-being through PSHE lessons, support groups &amp; interventions managed by the Head and Inclusion Coordinator.</b></li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021
Educational Visits increasing the risk of contact with others and therefore transmission	<ul style="list-style-type: none"> <li>✓ No overnight educational activities will take place.</li> <li>✓ Providers of educational visit locations will be checked to ensure they are operating in a COVID-Secure way.</li> <li>✓ We will follow the instructions given by the provider to comply with their COVID-Secure arrangements.</li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021
Extra Curricular Activities increasing the risk of transmission with others and therefore transmission	<ul style="list-style-type: none"> <li>✓ Pupils will keep within their <b>main class bubble where possible where this is not possible small consistent groups have been created, or seating arrangements deter mixing and keep a social distance.</b></li> <li>✓ Social distancing will be maintained within and between groups.</li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021
Lack of awareness of the control measures and requirements (the need for information, instruction and training)	<ul style="list-style-type: none"> <li>✓ Posters are used to communicate messaging on distancing, hand hygiene, staying at home when ill, 'catch it, bin it, kill it'.</li> <li>✓ Changes made to the site to accommodate control measures are signposted and communicated.</li> <li>✓ Information is provided in writing to staff, pupils and parents on measures in place and expectations.</li> <li>✓ All staff <b>undertake E-learning on COVID-19, e.g. First Aid</b> and have received specific instruction regarding their role and the controls measures.</li> <li>✓ Visitors are provided with instructions on site rules and expectation.</li> <li>✓ Pupils are instructed and regularly reminded on good handwashing technique.</li> <li>✓ Where face coverings are used staff and pupils are instructed in safe and hygienic use.</li> <li>✓ Where PPE is used staff receive training and instruction on safe and hygienic use.</li> </ul>	Rachel Swindell – Head Teacher	01-09-2020 04-01-2021

