

Assessment Reference	Site/Location			Work Activity		
Health & Safety of Staff & Pupils	Holy Trinity CE Academy			Spring Term school		
Assessor(s)	Date of Assessment	Date of Previous	Date of Review	Level of Risk Before Controls		Level of risk After Controls
J Marshall	06/01/21	N/A	Ongoing with publication of new guidance	(See risk matrix)		(See risk matrix)

**This risk assessment has been informed by the following documents (as at 8<sup>th</sup> July) current government guidance:**

[Guidance for full opening: schools](#)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for early years and childcare settings](#)

[Planning guide for primary schools](#)

[Guidance for secondary school provision](#)

[Safe working in education settings](#)

**And (as at 9<sup>th</sup> July) current government guidance:**

[Guidance for managing playgrounds and outdoor gyms](#)

[Staying alert and safe \(social distancing\)](#)

**And (as at 6<sup>th</sup> January 2021) latest government guidance:**

[New national Lockdown](#) – new criteria for vulnerable and critical workers – It should be noted there has been no guidance released in terms of pupil numbers

[School Meal Information](#) – relating to vouchers and food parcels

Remote learning being delivered to all pupils not eligible to attend school during this latest lockdown. This is a combination of work packs, online through Teams and online through Class Dojo. Where required devices have been allocated for pupils.

Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	Probability	Severity	Risk Rating	Controls and Precautions	Probability	Severity	Residual Risk
<b>Social distancing for parents and pupils</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Identify vulnerable children who are at risk and advise non attendance</li> <li>- Identified entrance and exits for drop off and collections</li> <li>- Markers outside classrooms to ensure parents and children adhere to social distancing</li> <li>- Allocated waiting areas for each group of parents and children to allow for social distancing</li> <li>- Education of Parents/Carers re social distancing during drop off and pick up times</li> <li>- Staggered start and finish times introduced</li> <li>- Parents reminded not to linger</li> <li>- Parents instructed to ring for telephone conversations rather than waiting to speak to teaching staff</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Social distancing within classroom</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Identify vulnerable children who are at risk and should not attend</li> <li>- Identified members of staff working within each year group</li> <li>- <b>All children to handwash on entry to school premises</b></li> <li>- Remove excess resources/furniture</li> <li>- Remove soft furnishings and non-essential soft toys</li> <li>- Children instructed to keep to designated areas within the classroom</li> <li>- Discuss Social Distancing and hygiene rules with children and allow input eg. Use of toilets,</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

						moving around classroom - Discuss regularly throughout each day and link to school behaviour system for reinforcement - Teacher and support staff to work with their identified classes/groups - Where appropriate for seated pupils they are facing forward - Other items from home not to be brought in - <b>Since 5<sup>th</sup> January 2021 school has only been open to all Nursery and for all other year groups only vulnerable pupils and those with parents who are critical workers.</b>			
<b>Curriculum Learning</b>	<b>All</b>		<b>4</b>	<b>5</b>	<b>20</b>	- Handwashing PHSE lessons, songs and rhymes - Washing hands posters displayed throughout the setting - Reminders throughout the session for handwashing - Return as far as possible to normal curriculum - Staff to teach online for those pupils not in school. (TEAMS and Class Dojo) - Work packs and work books available to exchange through the school office	<b>3</b>	<b>3</b>	<b>9</b>
<b>Social distancing using toilets and poor hygiene</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Only one child allowed to go to the toilet at a time with adult supervision - Frequent reminders throughout the session - Wedges to hold open doors to limit the use of handles - Reminder on the use of soap and or sanitiser - Hand sanitiser available within every classroom - School has ensured sufficient stocks of soap and sanitiser	<b>3</b>	<b>3</b>	<b>9</b>
<b>Movement in and around school</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Children to remain within their classroom and access outside space via classroom doors - Staggered times for children moving to dining hall – See attached <a href="#">timetable</a> – flexible due to	<b>3</b>	<b>3</b>	<b>9</b>

						reduced numbers - Disposable paper cups for water in EYFS - Movement around school kept to a minimum			
<b>Lunchtime and break times</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Staggered break times within allocated play area only – see attached <a href="#">timetable</a> – flexible due to reduced numbers - Reduced playtime equipment with no access to outside gym equipment, trim trail, under review to follow any updated government guidance. - Encourage discussions on appropriate outside activities e.g. ball skills using feet only, non-contact athletics - Reminders of social distancing rules - Staff supervision at all times - Staff model social distancing - Staff to ensure that movement between dining hall and classroom is supervised and that social distancing rules followed - Nursery children seated immediately on entering dining with reduced numbers per table within hall - Dining hall staff to be responsible for waiting on Reception children and clearing tables and wiping down between sittings - Older children to queue using floor markers for guidance - Reduced numbers (only vulnerable and critical worker pupils in school) means that lunchtime timetable is flexible	<b>3</b>	<b>3</b>	<b>9</b>
<b>Free School Meals</b>	<b>All FSM pupils</b>	Lack of lunches	<b>4</b>	<b>5</b>	<b>20</b>	- School packed lunches available to collect daily - Food parcels available through LA (Catering) for those unable to leave house or struggling to reach school - Support offered through Greggs grant - Support offered through food bank Hope and Hospitality - FSM Vouchers available from school from 18 <sup>th</sup>			

						January 2021 through DfE - FSM vouchers available from school for half term through LA (Catering)			
<b>Resources</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Children asked not to bring resources from home - Teaching staff to plan activities where resources do not need to be shared e.g. maths counters - Two sets of resources for each group - Children to use individual white boards and class packs of resources - Reminders for washing hands and using hand sanitizer daily	<b>3</b>	<b>3</b>	<b>9</b>
<b>Educational Visits</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- None to take place at present	<b>1</b>	<b>1</b>	<b>1</b>
<b>Breakfast Club</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Breakfast Club starts at 8.15am with children moving to classes at staggered times - Class groups/bubbles to be maintained whilst in the dining hall - Markers placed on hall floor as visual guidance - Class groups/bubbles seated separately	<b>3</b>	<b>3</b>	<b>9</b>
<b>First Aid</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Minimise contact outside of assigned groups - Wash hands more often than usual - Ensure good hygiene by promoting the 'catch it, bin it, kill it' approach - Emergency PPE Kit available to use by first aid trained staff - First aid to be delivered where possible in situ – or taken to the medical room - Normal first aid procedure to be followed - Parents to be contacted if necessary	<b>3</b>	<b>3</b>	<b>9</b>
<b>Suspected symptoms of coronavirus</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- If a member of staff or child becomes unwell with symptoms of coronavirus while in school they should be isolated within the 'Visitor's Room' - Ensure that the window is left open - Emergency PPE Kit is located within the Medical	<b>3</b>	<b>3</b>	<b>9</b>

						Room (next door) for use in suspected cases - The staff member or child displaying symptoms should be sent home and advised to self-isolate for 10 days. - Their fellow household members should self-isolate for 10 days (incubation period) - If the staff member or child tests positive the rest of that class/group should be sent home and advised to self-isolate for 10 days - It should be noted that staff can apply for a coronavirus test if they begin to show symptoms - Follow the link: <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a> - Separate site risk assessment details cleaning procedure			
<b>Pupil Wellbeing</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Children know they can speak to class teacher about any concerns - Children encouraged to voice any concerns - Child Wellbeing Officer to be available to meet with individual children if required - Families made aware that attendance at school is mandatory and fines may result from non-attendance	<b>3</b>	<b>3</b>	<b>9</b>
<b>Staff Wellbeing</b>	<b>All</b>	Direct or indirect transmission of Covid 19	<b>4</b>	<b>5</b>	<b>20</b>	- Inclusion in risk assessment process – input into hazard identification and control measures - Members of SLT available daily to share concerns with - Hand sanitiser in every classroom/office - Hand washing facilities throughout school - Planned time for PPA - Designated staff areas set up around school for comfort breaks and lunchtimes to allow for social distancing - Staff rotas shared - Risk assessments reviewed when new guidance published	<b>3</b>	<b>3</b>	<b>9</b>

						<ul style="list-style-type: none"> <li>- All school staff to follow normal absence reporting procedure whether Covid 19 related or not</li> <li>- Staff to maintain designated group/bubbles and socially distance where ever possible</li> <li>- PPE available for any staff member, glasses, visors, aprons and gloves</li> <li>- Staff are aware that if they have had 15 minutes (cumulative) contact within two meters of anyone who tests positive they should isolate</li> <li>- Staff now have access to LFT kits to be used twice weekly. Please note this is voluntary.</li> <li>- Results recorded by test and trace as well as school</li> <li>- If a case is believed to have been contracted within school then school will notify RIDDOR, PHE would then work with school.</li> <li>- <b>(RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</b></li> </ul>			
<b>Behaviour</b>	<b>All</b>		<b>4</b>	<b>5</b>	<b>20</b>	<ul style="list-style-type: none"> <li>- Assertive discipline in place (under review for Team Teach behaviour issues)</li> <li>- Both Assistant Headteachers/Additional Needs Manager and Child Wellbeing Officer on hand to assist</li> <li>- Emergency PPE available if restraint proves necessary</li> <li>- Parents advised that a reduced timetable and or exclusion may apply where appropriate if children act in such a way that staff are at increased risk</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>

**Signature of Assessor(s)** – *J Marshall – Business Manager*

**Staff Signature (Evidence of reading) -**

### **Social Distancing Guidance from the Department for Education and Public Health England**

The government is committed to doing everything possible to allow all children to go back to school safely, to support their wellbeing and education and help working parents. The government's plan is for all students to return to school in March 2021 and further guidance has been [published](#). Wrap-around care for school age children and formal childcare can restart over the summer.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible



Risk Matrix

Severity Likelihood	Non-Injury 1	Minor Injury 2	7 Day Injury 3	Major Injury 4	Fatality 5
Improbable 1	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
Remote 2	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
Possible 3	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Probable 4	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
Most Likely 5	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.

## Timetable

Year group	Breakfast Club	Start time	Break	Lunch	Break	End time
Y6 (Y6 door) GB/RS	8.15am – 8.30am Children can enter classroom from 8.15am	8.30am	10:15am – 10:30am	12:45 – 1:30pm (in hall approximately 1:05pm)	No break	3pm
Y5 (Y5 door) RS/SH	8.15am – 8.30am Children can enter classroom from 8.15am	8.30am	10:15am – 10:30am	12:30 – 1: 15 (in hall approximately 12:55)	No break	3pm
Y4 (Art room door) BA/BD	8:30am – 8:45am Children can enter classroom from 8:30am	8.45am	10:00am – 10:15am	12:10 – 1pm (in hall approximately 12:40)	2.00 – 2.10	3.10pm
Y3 (Y4 door) GC Y3 (Y3 door) RM	8:30am – 8:45am Children can enter classroom from 8:30am	8.45 am	10:00am – 10:15am	12:10 – 1pm (1. in hall 12:25pm, 2. In hall 12:30)	2.00 – 2:10	3.10 pm
Y2 (Y2 door) AM/ST	8:45am – 9:00am Children can enter classroom from 8:45am	9:00am	10:15 am - 10:30am	12:10 – 1pm (in hall approximately 12:10)	2:05pm – 2:15pm	3:20pm
Y1 (Y1 door) RJ/NK	8:30am – 8:45am Children can enter classroom from 8:30am	8:45 am	10.15 am – 10.30 am	12 – 1 (in hall 12)	2:00pm – 2.00 pm	3.05 pm
Reception AS/CT/AL	8:45am – 9:00am Children can enter classroom from 8:45am	9:00 am		11.35am		3.15pm
Nursery (all day + AM) RS/DJ	8.30am – 8.45am Children enter via side door	9:00 am		11.20 am		3.15pm
Nursery (PM) RS/DJ	12.00pm start			12.05pm		3.00pm
Floating Staff	Julie Allan – Additional Needs Manager Lesley Phinn – HLTA Bev Dogan – HLTA Sharen Chow – Pupil Wellbeing Officer Nathan Thompson – Sports Coach			Tina Murphy - Headteacher Joanne Marshall – Academy Business Manager April Taylor – Administrator Kevin Devine - Caretaker		