



RISK PROFILE FORM A- Version 1. 20th July 2020

LIST OF ALL TASKS OR WORK OPERATIONS

Service: St Vincent de Paul Primary School.	Persons affected: Staff Pupils Parents Delivery drivers/visitors:
Area Assessed: St Vincent de Paul Primary School	Location: Morpeth Terrace, London SW1P 1EP
Assessment Team Members: Nathaniel Scott Cree	Signatures: <i>N. Scott Cree</i>

DRAFT



RISK PROFILE FORM A (CONTINUATION)

LIST OF ALL TASKS OR WORK OPERATIONS

Task or Work Operation		Do significant hazards exist? If you are unsure, please seek advice from your designated Health & Safety Adviser, extension 64700	
		Yes	No (all risks trivial)
		Transfer to Form 2	No Further Action
1	Controlling the spread of infection through social interactions		√
2	Drop off of pupils/ entry to St Vincent de Paul School.		
3	Collection of pupils / leaving St Vincent de Paul School.		√
4	Classroom use / activities.		√
5	Dining, transitioning, playtimes and lunchtimes		√
6	Handwashing and hygiene		√
7	Cleaning St Vincent de Paul School		√
8	School employee interactions in St Vincent de Paul School day		√
9	Administering first aid		√
10	Managing external visitors to St Vincent de Paul School		√
11	Using the toilets		√
12	Supervision of pupils		√
13	Managing St Vincent de Paul School premises		√
14	Substance management/ COSHH management		√
15	Emergency evacuation of School		√
16	Guidance for BAME stakeholders to be confirmed once it has been received from Westminster Council		√
17	Wellbeing of Staff		√
18	Teaching of PE		√
19	Teaching of Computing		√
20	Food handling and preparation		√
21	Educational Visits		√
22	Responding to suspected and confirmed cases of COVID-19		√

RISK ASSESSMENT FORM - Version 1. 20th July 2020

Risks could include accidental injury, ill health or damage.

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
Controlling the spread of infection through social interactions	Pupils Staff Parents Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> St Vincent de Paul School has informed parents, pupils, carers, employees and visitors not to enter St Vincent de Paul School if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on St Vincent de Paul School times for their child and protocols set out for attending St Vincent de Paul School i.e. should remain 2m apart from others, should follow staff members instruction and should not congregate outside St Vincent de Paul School; Parents issued specific St Vincent de Paul School protocols for school attendance for them to explain to their children; Parents of SEN pupils or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; Staff are briefed and consulted on School procedures and the plans for re-entry of pupils; Employees have had sufficient training and briefing regarding infection control and School protocols; Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to pupils; Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; Hazard reporting mechanism are in place and easily accessible; Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. COVID-19 guidelines are published in the school's website Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures When possible staff will be permitted to work from home Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications People deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate Specific risk assessments for new and expectant mothers are completed Staff that travel abroad during the summer holiday to countries that are not on the Coronavirus (COVID-19): travel corridor list will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days. In the event of localised lockdowns, including school closures, the school is prepared to close at short notice and to revert to its remote learning strategy. This is in line with Judicium's 'Working from Home Safely' online training. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Drop off of pupils/ entry to School	Pupils Staff Parents	Risk of contracting COVID 19	<p>Drop off:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. The playground has been demarcated to enable KS1 parents to remain 2m away from other parents during drop off of pupils; Start times have been staggered for each class in order to prevent large numbers of parents at the entrances/on St Vincent de Paul School grounds; Start times are designed to enable one group of parents to leave the site before the next group arrive; Parents are reminded to leave the vicinity once their children have entered the building; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at School, they are permitted to stand with their parent outside the school entrance. They are not to be allowed on the premises or to interact with other families. <p>Entry to St Vincent de Paul School:</p> <ul style="list-style-type: none"> Pupils will be collected in the playground by their Teacher; OR Pupils will be met at the designated classroom door / entrance by their Teacher; Parents/Guardians are NOT permitted to enter St Vincent de Paul School buildings; Entrance doors are kept open, reducing the number of occupants touching the doors; Hand-wash stations are located at the entrance to the St Vincent de Paul School. All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to St Vincent de Paul School; Good hand washing signage to instruct pupils how to do this effectively is displayed; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Collection of pupils / leaving St Vincent de Paul School.	Pupils Staff Parents	Risk of contracting COVID 19	<p>Pick up:</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); Finish times have been staggered for each class in order to prevent large numbers of parents in the playground/on St Vincent de Paul School grounds, either in the St Vincent de Paul Road playground or the Nursery entrance; Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; Parents are reminded to leave the site and vicinity promptly once their children have been collected; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at School they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. <p>Leaving St Vincent de Paul School:</p> <ul style="list-style-type: none"> Pupils will be collected in the playground by their parent; Parents/Guardians are NOT permitted to enter St Vincent de Paul School buildings; Exit doors are held open, reducing the number of occupants touching the doors; Pupils are reminded to wash hands as they leave St Vincent de Paul School building; Hand-wash stations are located at the exits from St Vincent de Paul School (classroom or other); Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; Good hand washing signage to instruct pupils how to do this effectively is displayed. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Classroom use/ activities	Pupils Staff	Risk of contracting COVID 19	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/‘bubble’.</p> <p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> In accordance with the early year’s framework class sizes for early years will adhere to the following: <ul style="list-style-type: none"> Children three or over – one adult for every 13 children The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around St Vincent de Paul School; All other classroom controls are the same as primary below. <p>Primary:</p> <ul style="list-style-type: none"> Classroom sizes are restricted to 30 maximum pupils, 1 teacher and TA if required (specific needs of class); Pupils are kept in small groups as they cannot socially distance themselves at all times; The class group will not interact with other groups within St Vincent de Paul School; Hand washing is completed on entrance to the class and between specific activities; Pupils are allocated resources and are not encouraged to share; Student desks will be assigned; Individual and very frequently used equipment such as pencils and pens are not shared; Staff and pupils have their own items; Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; Outdoor equipment is more frequently cleaned; The school limits the amount of equipment pupils bring to school to only essentials such as lunch boxes, hats, coats, books, stationery; Shared resources can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others; Pupils are regularly reminded not to touch their or other pupils faces; Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on; Where possible classes/activities will be completed outside; Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around St Vincent de Paul School. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Dining, transitioning, breaktimes and lunchtimes	Pupils Staff	Risk of contracting COVID 19	<p>Primary:</p> <ul style="list-style-type: none"> Separate lunch breaks are designated for each teaching group (bubble). Pupils will stay in these groups during lunch; Lunch area cleaned before and after each group's lunch (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. <p>Moving around St Vincent de Paul School:</p> <ul style="list-style-type: none"> Movement to different areas within St Vincent de Paul School is reduced as much as possible; Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Additional furniture, coats, bags are not permitted in St Vincent de Paul School corridor; Corridors are sterile environments and kept as clear as possible; Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; Corridor floors are demarcated to show direction and safe distance signage; Times are allocated for each class to reduce the need to pass one another in open spaces. Times are allocated for each group to reduce the need to pass one another in open spaces; Where possible pupils will move with their group only and will not mix with other groups; Staff will generally manage student movement but keep a suitable social distance from pupils and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary:</p> <ul style="list-style-type: none"> Pupils are only permitted to complete suitable activities with their class group; Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; Daily inspection and enhanced cleaning programs in place for external areas and equipment; Outside play equipment and toys will be used in rotation; Equipment is cleaned before use by each designated class group; Outside play equipment and toys have been reduced; This is designed to enable successful and effective cleaning of all outside toys / play equipment. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Handwashing and hygiene	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> Staff and parents are encouraged to use education resources such as e-bug and PHE Schools resources; Hand washing stations are positioned at each student, staff and visitor entrance to St Vincent de Paul School; All those entering St Vincent de Paul School are required to wash/sanitise their hands; Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; Hand washing sinks are located within each toilet provision; Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; Pupils and staff have been shown how to wash hands properly; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> Entry and exit from St Vincent de Paul School; After using the toilet; Before and after eating; On entry and exit from each classroom. Unnecessary touching of the face is discouraged. Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; 'catch it, bin it, kill it'; Toilets and wash stations have single use paper towel for drying hands. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Cleaning St Vincent de Paul School	Pupil Staff Cleaners Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> St Vincent de Paul School has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, toilets, common areas and dining halls; ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned after school each day; Toilets will be cleaned at the end of each day; Common areas will be cleaned once a day; Equipment used by the pupils and staff will suitably cleaned at the end of each day or before it is used by another person; If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on COVID-19: cleaning un non-healthcare settings. 	2: Harmful	1: Highly Unlikely	2: Tolerable
School employee interactions in St Vincent de Paul School day	Staff Pupils Visitors Parents	Risk of contracting COVID 19	<ul style="list-style-type: none"> Employees are required to conform with social distancing requirements at all times; St Vincent de Paul School offices has desks positioned in order to provide adequate separation The staff room is large enough to safely accommodate current staff numbers at safe distance from each other based on a rota of use; Each staff area has been assessed, a maximum number of staff per room has been placed on the door; Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; Pupils will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; Employees will be provided with and wear PPE when required in accordance with government guidance. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Administering First Aid	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> This information forms the decision on what activities and groups can safely be managed within St Vincent de Paul School; This includes sufficient first aiders for St Vincent de Paul School to the number of pupils with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); The school has a specific room/area dedicated for suspected cases of COVID-19; Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; Staff escorting the individual will be provided with disposable gloves and apron if the 2 metre social distancing rule cannot be maintained Where there is the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. All building users advised re monitoring their own health, reporting of symptoms and self-isolating Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer St Vincent de Paul School has a specific room dedicated for suspected cases of COVID-19; Occupants (staff or pupils) who display symptoms of the virus during St Vincent de Paul School day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor; First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings The first aid room will be cleaned frequently and after each use (when first aid care has been provided). Staff dispensing medication to pupils should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication Where appropriate, pupils should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> A hazard waste disposal unit is available in the St Vincent de Paul First Aid room. Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; It is put in a suitable and secure place and marked for storage until the individual's test results are known; Waste is stored safely and kept away from children; Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; If the individual tests negative, this can be put in with the normal waste; If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Managing external visitors to St Vincent de Paul School, including: <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	Pupils Staff Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> Parents are not permitted to enter St Vincent de Paul School; Parents have been informed to call St Vincent de Paul School office or email if they have any questions or concerns; If parents need to drop off items for pupils, they should be left at St Vincent de Paul School main entrance for staff to collect; The SLT are able to video conference (or other) parents if face to face meetings are required; For those who have to enter St Vincent de Paul School reception, screens are in place to reduce the risk to School staff; Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; Staff should use their contactless fobs to gain access to the building Visitors will only be permitted into St Vincent de Paul School if they have an appointment; A record of all visitors, including contractors, to site will be kept and maintained; Visitors will only be permitted at their designated time and will be asked to wait outside of St Vincent de Paul School building until their School contact is available; St Vincent de Paul School contact is required to attend reception in good time to meet their visitor; Meetings with visitors will be via video conference or phone where possible; If not possible social distancing measures will be adhered to at all times; Face to face meetings in small room or within 2m are not permitted; Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; Deliveries will be accepted at designated quiet times only; Delivered items will be left outside of St Vincent de Paul School building for staff to collect. The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Using the toilets	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> One in one out management of toilets is in place; Toilet use protocols are managed by Teachers if located adjacent to classrooms; Student use of toilets outside of early years' is managed by staff and communicated to pupils; Toilet in use signs are in use; Toilets are cleaned throughout the day. Pupils and staff are encouraged to close toilet lids where applicable before flushing. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Supervision of pupils	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Management of School premises	Pupils Staff Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> St Vincent de Paul School adheres to the government guidance on managing buildings that are partially open; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	Pupils Staff Visitors	Risk of ill health or fire	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of School buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Emergency evacuation	Pupils Staff Visitors	Risk associated with fire	<ul style="list-style-type: none"> Evacuation plans have been reviewed; Safe assembly of occupants following social distancing requirements; Safe exit via the nearest final exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of St Vincent de Paul School; Use of St Vincent de Paul School has been reduced to enable safe sweeping and evacuation; Due to reduced numbers use of St Vincent de Paul School is kept to ground floors or specific areas where possible. All other fire system testing and maintenance has continued as normal. 	2: Harmful	1: Highly Unlikely	2: Tolerable

Spread/contraction of COVID-19 for all levels of clinically vulnerable groups including BAME (To be confirmed when Westminster advice is received)	Pupils Staff Parents Visitors	Risk of contracting COVID 19	<p>Extremely vulnerable group (Clinically Extremely Vulnerable):</p> <ul style="list-style-type: none"> Will not leave their house and will stay home Will not attend any gatherings, including gatherings of friends and families in private spaces, for example, family homes, weddings and religious services. Will strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). <p>The Government is currently advising people to shield until 30 June 2020 and is regularly monitoring this position.</p> <p>Vulnerable group (Clinically Vulnerable):</p> <ul style="list-style-type: none"> if working from home is possible then staff will work from home If staff comes to school, they will work in secluded area with minimal contact with other staff and pupils Staff will avoid public transport where possible and avoid peak times with PPE provided (gel, gloves and face covering) Shielding and protecting vulnerable people in accordance with GOV COVID-19 guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	2: Harmful	1: Highly Unlikely	2: Tolerable
--	--	------------------------------	---	------------	--------------------	--------------

Wellbeing of staff	School staff	Mental Health	<ul style="list-style-type: none"> • Staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including: The confidential employee help lines and information that can be provided to pupils; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • All staff complete the Stress Management e-Learning course. 	2: Harmful	1: Highly Unlikely	2: Tolerable
--------------------	--------------	---------------	---	------------	--------------------	--------------

DRAFT

Teaching & Learning of PE	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> The timetable has been reviewed to carefully consider which lessons or activities can be delivered safely while reducing movement around the school. Following a review of the staggered return to school of all year groups and a consideration of the space available to us, PE was risk assessed as suitable to be incorporated into the curriculum offer and PE lessons will start again on Tuesday 9th June. <p>In line with our family group/bubble arrangement, there will be no assembly of more than 15 pupils and PE will only be taught in pre-existing family group/bubbles. All of the previously outlined arrangements for class sizes, transitions, handwashing and hygiene as well as pupil and staff interactions will all apply in the same way to PE lessons, in addition to the following measures:</p> <ul style="list-style-type: none"> The lessons will be further and more closely (where necessary) supported by the member/s of support staff already working in the family group. <i>(Agreed staff/pupil ratios for family groups are already in line with education guidance and also include specialist support for those with additional needs.)</i> Staff members allocated to the family group will be responsible for administering First Aid if necessary (See point 9 on this risk assessment). PE will be completed outside in the playground area. In the event of inclement weather it will not be possible at this time for the PE specialist to lead the session. Contact sports will not be included in the PE curriculum. Any equipment that is used during lessons will be cleaned and thoroughly sanitised before and after each session in line with the guidance: COVID-19: cleaning of non-healthcare settings During the lessons, the children will be required to adhere to social distancing guidelines and complete their activities in the area they have been allocated. Children can come into school in their PE kits on the days when they do PE. Parents have been communicated of these arrangements via text message. School uniform rules still apply and parents have been reminded that St Vincent de Paul Primary PE kit consists of blue shorts, St Vincent de Paul PE shirt and blue joggers and fleece/jumper for colder weather. The regular bubble staff will organise the children changing into PE kits, bringing the group outside to the football pitch and then at the end of the lesson, returning the pupils to their bubble and overseeing changing. As the water fountain is out of use, children will be reminded to bring in a water bottle and a hat, in hot weather. All other classroom controls are the same as in the family group bubbles: <ul style="list-style-type: none"> *Pupils are kept in small groups as they cannot socially distance themselves at all times and the class group will not interact with other groups within the school; *Hand washing is completed before and after use by each family group in the PE session *Pupils are allocated their own PE equipment where needed and are not encouraged to share; *Pupils are regularly reminded not to touch their or other pupils faces; *PE equipment has been reduced and equipment with intricate parts have been removed in order to enable successful and effective cleaning of all surfaces; <p>The PE offer will continue to be reviewed.</p>	2: Harmful	1: Highly Unlikely	2: Tolerable
---------------------------	-----------------	---------------------------------	--	------------	--------------------	--------------

Teaching of Computing/ Use of ICT suite	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> When entering the room the pupils will be directed to their individual console, the carpet area will not be used. At the end of each session the mice and keyboards will be cleansed. The computer suite will be cleaned at the end of each school day by the contracted cleaners, in line with COVID-19: cleaning of non-healthcare settings The suite has 15 consoles, each pupil will use their own, and only their own console. Windows in the room will be opened to allow air flow. The bubble group will be supervised by adults. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Food handling and preparation	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> The Kitchen/Catering Manager has reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19) The Kitchen/Catering Manager has reviewed and implemented FSA guidance on good hygiene practices in food preparation and PHE guidance The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 	2: Harmful	1: Highly Unlikely	2: Tolerable
Educational visits	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Responding to suspected and confirmed cases of COVID-19	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow COVID-19: guidance for households with possible coronavirus infection Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding The school has identified the Local Health Protection Team (HPT) so they can be contacted immediately in the case of a case, the HPT details are available to the SLT The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils. 	2: Harmful	1: Highly Unlikely	2: Tolerable