

Catalyst Academies Trust		RISK ASSESSMENT FORM						
Location/Site: EYFS Dell Setting Quarry Hill Academy		Date of Assessment: 013.07.2020		Assessor(s): Trust SLT		Reference: QUARRY HILL ACADEMY		
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 classroom	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 1. Retain 'Class room bubbles' up to 60 children, so that free flow can continue safely 2. Minimise resources to reduce contamination and to support regular cleaning 3. Children to stay within their room bubbles when playing 4. Social distancing to involve reminders about close contact and washing hands 5. 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. (Social story prepared for those who may require.) 6. Visual cues displayed around the classroom/EYFS setting to remind children about social distancing and hygiene rules 7. Teachers/ LSAs work within their room bubbles and remain with those children 8. Children stay in the classroom/designated outdoor space for majority of the session and do not mix with other groups 					
Lack of social distancing using toilets and poor hygiene	resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> 1. Children to have regular reminders and monitoring when using the toilet. Ensuring that hands are being washed carefully 2. Children regularly reminded of good hand hygiene (through visual displays and from staff) and soap is available at all sinks 3. Extra signs in toilet re washing hands 4. Children encouraged to independently change if they have a toileting accident (Rec) 5. Younger children supported by their key 	<p>Extra soap ordered to ensure we do not run out</p> <p>Make extra signs for the toilets/ doors</p> <p>Barriers placed in corridors to avoid children going to other provision</p>				

			person when engaging in intimate care. Staff to wear gloves and aprons, that are changed for every change				
Lack of social distancing waiting to enter classroom in morning	resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Posters to be displayed to advise parents about keeping a safe distance 2. Parents to remain at the end of the ramp and not come to the door until asked by a member of staff 3. Staggered entry for each room bubble to reduce contact of parents 4. Allocated gate for children to arrive and leave from 5. Instructions shared re social distancing between families in the morning with parents and children 6. Signage for parents and children displayed outside the classroom 7. SLT to be on duty to supervise and remind parents of expectations where necessary 8. Staggered drop off and pick up times across all 'room bubbles' 9. Upon entering the classroom, children to use the hand sanitisers. 				
Lack of social distancing during playtimes and lunchtimes	resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Staggered lunch time to reduce the amount of children in the hall 2. Children to access their own outdoor spaces for lunch time 3. Staff to remain with their bubbles during lunch time 4. Staff to have their lunch in designated spaces/ within their classroom as much as possible 				
Lack of social distancing in the corridors	resulting in direct transmission of the virus		<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. Messages to office via class phones/ email 	Minimal use of corridors by children			
Contact of shared resources	resulting in indirect transmission of the virus		<ol style="list-style-type: none"> 1. Reduction of available resources to reduce contamination 2. Resources washed in Milton each night and left to dry if not same person using them the next day 3. Tables, door handles and other surfaces 				

			<p>cleaned with appropriate cleaning product between sessions and tables regularly throughout sessions.</p> <ol style="list-style-type: none"> 4. Children encouraged to wash hands / use hand gel before lessons and after each lesson 5. Staff to ensure they are using good hygiene methods throughout the day. Regular hand washing and the use of hand gel 				
Emotional distress of the children			<ol style="list-style-type: none"> 1. Children to have class teacher and/ or LSA (if possible under vulnerable staff guidance) in the first instance 2. Children to be supported by their key workers 3. Staggered start for Nursery and Preschool to help with transition to school 4. Daily PSHE curriculum that supports emotional well-being, worries and fears 5. The structure of the day and routines explained clearly by staff to reduce anxiety 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			<ol style="list-style-type: none"> 1. Sharing of risk assessment - hazard identification and control measures 2. Support from SLT/ Well-being team if needed 3. Sharing of support helplines 4. At least one SLT member of staff on site every day for staff to share concerns with 5. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 6. Designated “staff areas” areas for different groups of staff – rota for staff room to be adhered to if needed 7. Planned time for planning and preparation within the week 				

<p>Risk of spreading virus due to close contact with children – 1:1 and restraint</p>	<p>resulting in direct transmission of the virus</p>		<ol style="list-style-type: none"> 1. Read <i>(Coronavirus (Covid 19) Implementing protective measures in early years and education settings.</i> 2. Masks purchased if needed – N95 grade and instructions form PHE re cleaning – so issued to individuals 3. Extra disposable aprons ordered 4. Extra gloves ordered 5. Some visors also ordered if needed 6. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk <p>Pls note the Government guidance states “Wearing face coverings or face masks is not recommended</p>	<p>Individual risk assessments to be carried out for children with specific 1:1 needs</p>		
<p>Staff movement around the school</p>	<p>resulting in indirect transmission of the virus</p>		<ol style="list-style-type: none"> 1. Offices to be closed 2. Only office staff to enter the office 3. Maintain distance in staff room, only 2 members of staff in the staff room at one time. 4. Appropriate cleaning materials and wipes to be available in all shared areas. 5. Where possible, surfaces which need to be touched should be limited – lids removed from tea/coffee containers for example 6. Staff to remain in their room bubbles 7. Staff must wash their hands before entering a shared area and when leaving 8. Staff signing in sheet in foyer of Dell 9. Staff allocated a toilet to use 	<p>Appropriate signage to be made and erected Space specific risk assessments of shared areas to be carried out by the individual schools.</p>		
<p>Children/ Staff falling ill and showing symptoms in School</p>	<p>resulting in direct transmission of the virus</p>		<ol style="list-style-type: none"> 1. Any child waiting to be collected will be in a room with windows and doors that are opened. 2. If they use the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area. 3. The person who supervised the child, will do the cleaning to avoid unnecessary exposure. 4. 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. 5. If anyone displays symptoms, parents will be 			

			<p>immediately contacted to take their child home.</p> <p>6. All members of that group will be sent home to self-isolate for 14 days.</p> <p>7. Testing of staff who have had contact with that group will be a priority.</p>			
<p>All stakeholders identified as being at increased risk and exposed to COVID-19</p>	<p>All stakeholders identified as at increased risk and exposed to COVID-19.</p>	<p>Employees, pupils, contractors and visitors including those in specific vulnerable groups such as BME, may be exposed to COVID-19.</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>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/publications/guidanceonshielding-and-protectingextremely-vulnerablepersonsfrom-covid-19/covid-19-guidanceonprotecting-people-most-likelyto-get-unwell-fromcoronavirusshielding-young-peoples-version NHS guidelines outline the criteria for those at higher risk of COVID19, this can be accessed via: https://www.nhs.uk/conditions/coronavirus-covid19/people-at-higher-risk-fromcoronavirus/whos-athigher-riskfrom-coronavirus/ 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-equipmentppe HSE guidance related to COVID19 and face-fit testing is available at: https://www.hse.gov.uk/news/face-mask-ppe-rpecoronavirus.htm</p>		