



**St Clement's Catholic Primary School  
Protective Measures Risk Assessment 29<sup>th</sup> May 2020**

Hazard identified:		The risk of spreading the coronavirus			
Current level of risk		Recommended controls/Mitigation and Protective Measures	In place Yes or No	By whom?	Remaining level of risk
High	Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> <li>• Risk assessment in place and shared with all stakeholders</li> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	Yes	HT Governors	Low



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		<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email;</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</li> <li>The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>			



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High	Implementing social distancing	<ul style="list-style-type: none"> <li>• Small class groups of no more than 15 pupils, are organised as described in the 'class or group sizes' in DfE guidelines;</li> <li>• Classrooms and other learning environments are organised to maintain 1.8m – 2m space between seats and desks where possible;</li> <li>• The timetable is revised to implement where possible:               <ul style="list-style-type: none"> <li>○ Plan for lessons or activities which limit movement between areas;</li> <li>○ Maximum number of lessons or classroom activities which could take place outdoors;</li> <li>○ Break times (including lunch) are staggered so that all children are not moving around the school at the same time;</li> <li>○ Drop-off and collection times are staggered;</li> <li>○ Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</li> <li>○ Small groups of children are together throughout the day and avoid mixing with larger groups of children;</li> <li>○ Social distancing rules created for the children</li> </ul> </li> </ul>	Yes	HT All staff	Medium – cannot mitigate what may happen out of school. Families may mix and not adhere to social distancing



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		<ul style="list-style-type: none"> <li>○ Rules revisited and modelled throughout the day – children praised for adherence and supported where they need to be reminded</li> <li>○ Children practise talking 2 metres apart – modelled by staff</li> <li>● Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere</li> <li>● Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed;</li> <li>● Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days;</li> <li>● The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;</li> <li>● Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;</li> <li>● Mixing within education or childcare setting is minimised by:               <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ ensuring corridors are free from furniture to maximise space when walking to the toilets or to the office for first aid;</li> </ul> </li> </ul>			



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		<ul style="list-style-type: none"> <li>○ staggering lunch breaks and children clean their hands beforehand. Children eat their lunch in their classrooms;</li> <li>○ Allocated toilets for each group</li> <li>○ The number of children using the toilet at any one time is limited;</li> <li>○ External and internal toilet door handles cleaned regularly throughout the day</li> <li>○ Extra signs in toilets regarding washing hands</li> <li>● The use of staff rooms and offices is staggered to limit occupancy – no more than 5 people in the staffroom at any one time</li> <li>● Area marked out for teacher at the front of the room</li> <li>● Feedback – teachers not to touch children's exercise books. Children mark work where possible. Teachers to take photograph of a piece of Maths and English during the week and provide feedback through google classroom</li> </ul>			
High	Hygiene practice	<ul style="list-style-type: none"> <li>● The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed;</li> <li>● Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments;</li> </ul>	Yes	HT All staff	Low



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		<ul style="list-style-type: none"> <li>• Surfaces that children and young people are touching, such as, desks, chairs, doors, sinks, toilets, light switches are cleaned more regularly than normal;</li> <li>• All adults and children are told to:               <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> <li>• Bins for tissues are emptied throughout the day;</li> <li>• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;</li> <li>• Play equipment is cleaned between uses and not used simultaneously by different groups;</li> </ul>			



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		<ul style="list-style-type: none"> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows);</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school reminding pupils to wash their hands - before entering and leaving the school, in corridors and in toilets</li> <li>• Pupils wash their hands with soap at the start of the day, before and after break times, lunchtimes and before they go home for no less than 20 seconds.</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> </ul>			



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		<ul style="list-style-type: none"> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily</li> </ul>			
High	Ill Health	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/first aider.</li> </ul>	Yes	HT First aiders	Low



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		<ul style="list-style-type: none"> <li>• Temperature checks carried out upon arrival before entering the classroom – staff and pupils</li> <li>• The designated staff member or First aider act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room (Friends room) whilst they wait for their parent to collect them. A staff member will sit 2m away in the courtyard to monitor the child. Parent and child will exit the school via the courtyard.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. (Friends room)</li> </ul>			



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		<ul style="list-style-type: none"> <li>• Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>• If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. (Toilet by office)</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
High	Spread of infection	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> </ul>	Yes	HT All staff	Low



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		<ul style="list-style-type: none"> <li>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</li> <li>Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. Red footprints painted 2m apart at Fennells Mead gate to encourage social distancing outside school. Cones in main playground spaced 2m apart for lining up before entering the building.</li> </ul>			
High	Management of infectious diseases	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/school nurse.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible</li> <li>There are plans in place for the movement of children around the school (as above)</li> <li>The timetable is adapted to stagger play and lunch times (as above)</li> <li>The Premises manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Yes	HT All staff	Low



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High	Parental Engagement	<ul style="list-style-type: none"> <li>Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;</li> <li>Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (Fennells Mead gate entrance)</li> <li>Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> </ul>	Yes	HT	Low
High	Communication	<ul style="list-style-type: none"> <li>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>The designated member of staff/First aider reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>The Headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</li> </ul>	Yes	HT	Low



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		<ul style="list-style-type: none"> <li>Schools contact their Area Schools Officer if there are any specific recommendations for their school;</li> <li>Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> <li>Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>			
High	Partial school closure	<ul style="list-style-type: none"> <li>The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>Pupils working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;</li> <li>The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> </ul>	Yes	HT Office Teachers	Low



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		<ul style="list-style-type: none"> <li>The Headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;</li> <li>The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.</li> </ul>			
High	Emergencies	<ul style="list-style-type: none"> <li>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Yes	HT Office	Low
High	Managing School Transport	<ul style="list-style-type: none"> <li>Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> <li>Staff asked to avoid public transport where possible;</li> <li>Year 6 pupils walking on their own to/from school – parents advised by letter to stress to their children how 2m social distancing must be maintained to/from school</li> </ul>	Yes	HT	Medium – cannot fully mitigate the situation outside of school



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High	Reducing face to face contact between staff and visitors	<ul style="list-style-type: none"> <li>• Face to face meetings between staff and visitors to be avoided where possible</li> <li>• Only visitors with prearranged appointments to be allowed on site</li> <li>• Any meetings will be held outdoors and 2m social distancing rule observed</li> <li>• Visitor protocol to be observed at all times, provision of hand sanitiser on arrival</li> </ul>	Yes	HT Office	Low
High	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> <li>• Staff work back to back rather than face to face if 2 metre rule is not possible</li> <li>• Computers used simultaneously are distanced at least 2m apart</li> <li>• Staff required not to share workstations, telephones or other equipment unless properly sanitised between users</li> <li>• Office staff briefed on how to deal with deliveries safely</li> </ul>	Yes	HT	Low
High	Stress and anxiety relating to coronavirus  Pupil well being	<ul style="list-style-type: none"> <li>• ELSA provision in place</li> <li>• Children to be allocated to adults who they are familiar with</li> <li>• Pods to be given bird names to encourage a sense of belonging to that group</li> <li>• Staff to carry out SWAN training – Support a safe and successful return to school using the SWAN framework</li> </ul>	Yes	HT ELSA	Low



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		<ul style="list-style-type: none"> <li>Letter home to parents/children who are returning to welcome them back and reassure them through inclusion of photographs of the school site and the measures that are in place</li> <li>Children to be given opportunities throughout the day to talk about how they feel</li> <li>Well-being room maintained through Google classroom for those children who are not attending school and virtual meetings arranged with non-attending classes each week</li> </ul>			
High	Stress and anxiety relating to coronavirus  Staff well being	<ul style="list-style-type: none"> <li>Two adults allocated to each pod at any one time to allow support and breaks</li> <li>PPE worn by all staff – goggles and masks. Gloves worn when required</li> <li>Leadership to provide support for staff where needed</li> <li>Governors to provide support for leadership where needed</li> <li>PPA timetabled to ensure workload of staff does not become unmanageable</li> <li>Staff meeting prior to opening to discuss and address concerns and worries</li> <li>Vulnerable staff or staff with vulnerable family members to work from home</li> </ul>	Yes	HT Governors	Low



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		<ul style="list-style-type: none"> <li>• Communication with all staff through creation of virtual staffroom to share key messages and in the first two weeks a daily debrief in main playground to discuss what went well and where we can improve</li> <li>• Staff encouraged to come forward confidentially with any concerns that they have about workload and wellbeing</li> <li>• Signpost staff to sources of support</li> <li>• Risk assessment reviewed after day one, week one and fortnightly after that</li> <li>• Flexible start/finish times for those staff with children returning to Primary school where no wrap around care is on offer</li> <li>• Staff encouraged to take breaks outdoors where practical – breaks built into the day</li> <li>• Headteacher to contact those staff working remotely by telephone each week – a wellbeing check.</li> </ul>			