

Catalyst Academies Trust		RISK ASSESSMENT FORM - September 2021				Completed in accordance with Gov Operational Guidance for Schools 2/7/2020	
Location/Site: Catalyst Schools		Date of Assessment: September 2021/ Updated January 2022		Assessor(s): Trust SLT/ Samantha Oxley/ Nicola Barrett		Reference: BENYON PRIMARY	
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
Testing	Transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> Staff requested to take LFTs on a Wednesday and Sunday Staff to report the result of their LFT using Microsoft Forms Staff to keep SLT updated about vaccination status Staff to take PCR test if they have a positive LFT within 2 days or the LFT will stand (a negative PCR would overrule a positive LFT) Staff to follow guidance for isolation All visitors to school expected to provide evidence of a recent negative covid test 7. Anyone who has been identified as a close contact with a positive case will need to get a PCR test 	<p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7</p>			
Travelling Abroad – Pupils returning from other countries	Transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> Families travelling from overseas to follow current Government Guidance as regards testing and isolation period 				

Classroom See Behaviour Policy Appendix	Resulting in direct transmission of the virus	Children Staff Families Wider Community	<ol style="list-style-type: none"> 2. Where possible keep classes to 30 3. Support pupil to maintain distance and not touch staff and their peers where possible. 4. Ventilation – doors and windows to be kept open when appropriate to ensure good ventilation 5. CO2 monitors supplied by DFE used and regular checks to monitor levels 6. Resources provided by school and not to be brought from home 7. Regular handwashing and sanitiser available throughout the day 8. Cleaning products available for regular cleaning of surfaces and door handles throughout the day 				
toilets and poor hygiene See H&S Appendix	Resulting in direct and indirect transmission of the virus		<ol style="list-style-type: none"> 1. One child allowed to go to the toilet at a time 2. Allocated toilets for different groups of children 3. Children reminded of good hand hygiene regularly and soap is available at all sinks. 4. Extra Signs in toilet re washing hands 5. Only disposable towels to be used and disposed of in lidded bins 				
Drop Off	Virus Transmission from visitor at drop off	Employees/ Pupils/ Parents/ Carers	<ol style="list-style-type: none"> 1. Pupils to have staggered drop off times 2. Entrances to be staffed 3. Staff to wear face masks where social distancing cant be maintained or in the event of a local outbreak 4. EYFS, Year 1 and their siblings to use the Nursery entrance 5. Reception and Year 1 pupils to walk to their classroom 6. Pupils with significant needs to be met at the gate by school staff 7. Parents of Nursery pupils to drop off at the Nursery gate (Parents to wear face masks on the school site if asked to do so due to an increased risk) and to leave promptly 				

			<ol style="list-style-type: none"> Year 2 – 6 pupils to enter by the Benyon Path Gate and walk to their classroom Parents to maintain social distancing when waiting to drop off their children. Gates to be closed promptly after last drop off time. Any late pupils to be buzzed in at the Office entrance and arrival to be recorded by office staff. 				
Pick up (Parents/ Carers)	Virus Transmission from visitor at pick up	Employees, pupils, and visitors.	<ol style="list-style-type: none"> Staggered pick up times to alleviate bottle necks on school site Gates manned by school staff and facemasks to be encouraged where it is difficult to maintain social distancing or in the event of a local outbreak Parents of EYFS to enter via the office gate Parents of KS1 to enter via the Benyon Path Gate Parents of KS2 to enter via the back gate Parents to wait away from the classroom doors and allow safe passage for pupils Parents to ensure their children remain with them at all times, whilst waiting to collect siblings All parents to leave the site promptly after picking up their children Parents to be mindful of narrow pathways and maintain social distancing. 				
Contact with the Office	Resulting in direct transmission of the virus		<ol style="list-style-type: none"> Office to remain closed to parents Messages to office via phones/ email Paperwork for the office to be left on the desk Sims to be used for recording lunches 				
Emotional distress of the children			<ol style="list-style-type: none"> PSHE curriculum and MyHappy Mind that supports emotional well-being, worries and fears 				

			<ol style="list-style-type: none"> 2. Clear and consistent structure of the day and routines explained clearly by staff to reduce anxiety 3. Support from Thurrock EMHWS outreach practitioners. 4. Support from Thurrock MHST for parents and pupils 				
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. Staff meeting to discuss concerns and shared control measures 4. Sharing of support helplines 5. Risk assessments reviewed regularly in line for guidance 6. Where signs of distress are recognised – support plans put in place. 				
Risk of spreading virus due to close contact with children – 1:1 and restraint	Resulting in direct transmission of the virus		<p>Read <i>(Coronavirus (Covid 19) Implementing protective measures in early years and education settings.</i></p> <ol style="list-style-type: none"> 1. Masks purchased if needed – N95 grade and instructions from PHE re cleaning – so issued to individuals (Disposable Civilian Protective Type 1 face masks 3 ply) 2. Extra disposable aprons ordered 3. Extra gloves ordered 4. Some visors also ordered if needed 5. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk <p>System of Controls</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms or who have someone in their household who does, do not attend school. 				

			<ol style="list-style-type: none"> Clean hands thoroughly more often than usual. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach. Minimise contact between individuals and maintain social distancing wherever possible. Where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. 				
Staff movement around the school/ Staffroom	Resulting in indirect transmission of the virus		<ol style="list-style-type: none"> Appropriate cleaning materials and wipes to be available in all shared areas. Where possible, surfaces which need to be touched should be limited Staff must wash their hands before entering a shared area and when leaving Staff to wash up and put away any cutlery and crockery used No washing up to be left on drainer 				
Children/ Staff falling ill and showing symptoms in School See Flow Diagram Health England Current Guidance	Resulting in direct transmission of the virus		<ol style="list-style-type: none"> Members of the senior leadership team and CEO of Catalyst Academies Trust will continually check for further updates and amend the risk assessment accordingly and in line with new guidance. If any child displays symptoms, parents will be immediately contacted to take their child home. Any child waiting to be collected will be in a room with windows and 				

			<p>doors that are opened. Staff members showing symptoms will be sent home immediately.</p> <ol style="list-style-type: none"> 3. If child who is displaying symptoms uses the toilets, these will be thoroughly cleaned with disinfectant before anyone else uses the area. 4. The person who supervised the child, will do the cleaning to avoid unnecessary exposure, wearing PPE as required or necessary. 5. 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. 6. If a child or staff member displays symptoms they will need to take a PCR test and remain at home until the results are known. In the event of a positive test they must follow current government guidance. If the test is negative and they do not have a high temperature they may return to work/ school 7. If a child or staff member receives a positive test result, then Public Health England and Local Authority will be informed by email. <ul style="list-style-type: none"> • All staff members double jabbed can remain in work unless they display symptoms • All children can remain in school unless they display symptoms • Staff contacted by Track and Trace should follow current guidance and inform SLT immediately • Testing of staff who have had contact with a positive case will be a priority and they will be advised to take a PCR test. 8. Deep cleaning of the area where the child or staff member was working 				
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			<p>will be carried out. Any child waiting to be collected will be in a room with windows and doors that are opened.</p> <p>9. Test and Trace procedure is followed.</p> <p>10. Staff and parents/ carers need to book a test if they display symptoms.</p> <p>System of Controls</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> 1. Engage with NHS Test and Trace process. 2. Manage confirmed cases of coronavirus amongst the school community. 3. Contain any outbreak by following local health protection team advice. 4. Outbreak Management Plan in place detailing how we will operate in the event of an outbreak in the school or local area <p>These must be followed in every case where they are relevant.</p>				
Visitors to school.	Virus transmission from a visitor coming into the school.	Employees, pupils, and visitors.	<ol style="list-style-type: none"> 1. Visitors(e.g. Contractors, Supply Staff), will be not be allowed on site unless there is a prior appointment unless there are exceptional circumstances they will be asked to show a negative LFT. 2. All visitors (e.g. Speech and Language Therapist) will work in one space wherever possible that is thoroughly cleaned before and after use. 3. Visitors will be given a sticker which must be worn. Where visitors visit frequently they may be given their own lanyard. 4. Other professionals should supply the school with their organisations' risk assessment. 5. When visitors call to make an appointment, the office staff will inform them of the procedures, take their contact details (for track and trace) and expectations for their visit. 				

