



St Anthony's Catholic Primary Risk Assessment

Establishment: St Anthony's

Carried out by: PJ & SLT

Risk Assessment for: Covid-19 Preparations

Date: Update 01/03/21

Any previous assessment for this activity carried out: Highlighted refers to latest changes

| Hazard | Risk H M L | Type of Risk | Control Measures | Comments / Action | Action Owner | Residual Risk Rating H L M | Risk level after review |
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| Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the hazards listed below). Also ensure that all health and safety compliance checks have been undertaken before opening | M | Health of Staff, Pupils, Visitors, Families Financial Reputation | Site Manager/ Ruth L to ensure all risk assessments are up to date and correct procedures are in place | To provide assurance to Senior Leadership Team that risk assessment has been completed, and escalated to CEO | Site Manager / Ruth L | L | |
| Pupil Hygiene | H | Health of pupils / staff / parents Reputation | Follow Government Guidance for Cleaning in Schools. | Employed cleaners to undertake additional cleaning during schools day Contract cleaners or school employed cleaners to be used each evening / morning Each teacher to have access to their own 'household' cleaning equipment if they wish to | Site staff Site staff and cleaners to ensure measures are completed. | M | |



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| | | | | use it. (COSHH compliant) | | | |
| | | | Implement Government guidelines by allowing additional access to hand washing and sanitising liquids. | Ensure that all adults and children clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - on arrival at the setting, before and after eating and break times, and after sneezing or coughing. | All staff | | |
| | | | | Ensure that help is available for children and young people who have trouble cleaning their hands independently | All staff | | |
| | | | | Children are encouraged not to touch their mouth, eyes and nose. Consider how to encourage young children to learn and practise these habits through games, songs and repetition | All staff | | |
| | | | | Ensure that sufficient handwashing facilities are | Site staff | | |
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| | | | <p>Ensuring good respiratory hygiene. use a tissue or elbow to cough or sneeze and use bins for tissue waste promote the 'catch it, bin it, kill it' approach</p> <p>Assurance over compliance</p> | <p>available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Ensure that tissues are available in each room and bins for tissues are emptied throughout the day</p> <p>Quality assurance checks to be completed to ensure standards are met and cleaning staff understand requirements</p> | <p>Cleaning staff</p> <p>Site staff</p> | | |
| Staffing ratios/ Lateral Flow Testing | H | <p>Safety of Staff, Pupils</p> <p>Reputation</p> | <p>Make sure we have the right number of staff in attendance every day to maintain an appropriate ratio with pupils</p> | <p>SLT to create class groups and rotas.</p> <p>Consider those in vulnerable groups.</p> <p>We have built capacity to ensure each class has a TA for smooth lunchtime, PPA and in case of staff absence.</p> <p style="background-color: yellow;">Children in KS1 and 2 in whole class bubbles.</p> | <p>Head Teacher / SLT</p> | L | |



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| | | | | <p>EYFS in year group bubbles.</p> <p>TAs in KS1 and 2 able to cross bubbles but expectation is that they will wear a visor.</p> <p>All staff offered a timetabled Lateral Flow Test twice a week to reduce the spread of infection.</p> | | | |
| Clinically Vulnerable Staff | H | Safety of Vulnerable Staff | | <p>Risk Assessment undertaken for Clinically Vulnerable Staff Agreed in Trust Covid Policy that they will be given the option to wear a face mask.</p> <p>Discussion with these staff members about them returning to school, re- how we're keeping them safe within the workplace and that they must ensure they maintain the 2 m rule. Remind them of the standard ways of minimising the risk of infection:</p> <ul style="list-style-type: none">• wash your hands frequently with soap and water for at least 20 seconds or use a hand sanitiser. Do this | Head Teacher / SLT | L | |



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| | | | | <p>after you blow your nose, sneeze or cough before you eat or handle food and always immediately when you return home</p> <ul style="list-style-type: none">• avoid touching your eyes, nose, and mouth with unwashed hands• cover your cough or sneeze with a tissue, then throw the tissue in a bin• ensure all staff remain in their bubbles, including lunchtimes• ensure communal areas are wiped down after use e.g. photocopiers, microwaves, intervention spaces• Offer of individual RA for staff who are in this category if they wish this will include specified staff having some non-face to face time, to reduce their individual risk of infection.• All staff, including the Clinically Vulnerable, will have the option to wear face visors in school. | | |
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| Clinically Extremely Vulnerable Staff | | | | <p>Risk Assessment undertaken for Clinically Extremely Vulnerable Agreed in Trust Covid Policy that they will be given the option to wear a face mask.</p> <p>School Leaders should be flexible in how these staff members are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.</p> <p>As points above.</p> <ul style="list-style-type: none"> Individual RA for staff who are in this category. | | | |
| Pregnant Staff | H | Health of staff and unborn baby | <i>Follow PHE guidelines</i> | <p><i>Staff to inform HT immediately regarding pregnancy.</i></p> <p><i>Current guidelines is for woman to be reviewed once 28 weeks pregnant.</i></p> <p><i>Will follow HR advice regarding next step e.g. work from home etc.</i></p> | | | |
| Class Group, Year Group & Phase Bubbles | H | <p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p> | School will be divided into Year Group Class Bubbles with contact between the classes kept to a minimum. | <p>Class bubbles will only be broken/ crossed for the following purposes:</p> <ul style="list-style-type: none"> Interventions PPA – staffing No playtime should be in Yr | Head Teacher | L | |



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| | | | | <p>Group as we have moved to Class Bubbles</p> <ul style="list-style-type: none">• Lunchtime organisers will be working with a designated year group, will wear visors, be instructed to be socially distant where possible to ensure all TAs have an extended lunchtime (because of their pupil facing roles).• Increased the external PPA provision - Junior Jam – to ensure that school staff are only crossing bubbles when have to. <p>Year group/ class bubbles will not be broken unless specifically under the instruction of SLT.</p> <p>Staff meetings/briefings completely minimized to take place in small groups and under strict social distancing:</p> | | |
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| | | | | <ul style="list-style-type: none"> • Year group / class bubbles • Curriculum teams/ WLT – socially distanced in classrooms • Staff given the option to take PPA off site, where possible e.g. if classes need covering at short notice, we will ask staff to defer their time. | | | |
| <p>Minimising 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 childcare settings, schools or colleges</p> | H | <p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p> | <p>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> | <p>Letters to parents/speak to pupils and staff</p> <p>All contractors to complete a declaration upon arrival and give contact details for Track and Trace.</p> <p>Local Authority guidance sent to all staff and parents.</p> <p>Parents to provide school with evidence of Covid test results before child returns to school (if test is negative).</p> | <p>Head Teacher</p> <p>Reception staff</p> | M | |



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| <p>Keeping Socially Distant & Control of possible contact (Pinch Points)</p> | <p>H</p> | <p>Health of Staff, Pupils, Visitors, Families Reputation</p> | <p>Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene</p> | <p>Site and Finance teams to ensure that business continues either as normal, or on a reduced capacity where appropriate. Inform staff of the plans, for example, safety measures and discuss whether training would be helpful – to ensure all visitors to complete a declaration upon arrival and give contact details for Track and Trace (entry sign-in system) and wear some form of face covering.</p> <p>Implement additional arrangements for toileting and hand washing ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time – cubicles assigned to each year group. Toilets cleaned regularly throughout the day.</p> <p>Break times and lunchtime - pupils allocated specific areas and times in the</p> | | <p>M</p> | |
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| | | | <p>playground in class group bubbles – only staff from the class group bubble to supervise and LOs assigned to specific groups.</p> <p>Movement around school will be kept to a minimum – PPA/ breaktime/ end of day with children instructed to keep 2 metres apart in the corridors – teacher/TA to escort class onto the playground at their allocated time under the guidance of the Head of Year.</p> <p>Home walkers – year 5 and 6 pupils to remain in their classrooms with TA until 3.00pm when the TA walks them down to the Dunkery Rd gate.</p> <p>Children will have a consistent class teacher and TA, and any staff working across classes will be on a need to basis. This is especially pertinent for interventions and PPA where staff moving across classes will remain at the front of</p> | | |
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| | | | <p>the classroom and the class TA will support pupils. External PPA staff will ensure any shared equipment is wiped down between each session.</p> <p>Cookery room used for fridge/refreshment preparation only. Alternative seats marked as not in use. Staff to remain in class/year group bubbles at lunchtime. New Staff room (old Nurture Room) used for meetings/PPA. Offices to limit occupancy to 3 staff members including headteacher. Photocopying room – limited to one person at a time.</p> <ul style="list-style-type: none">• Additional external PPA and adjustments to music provision to stop the crossing of Bubbles• All Midday Assistants to wear visors• All staff able to wear visors if wish• All staff with new fleece jackets as | | |
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| | | | | <p>rooms constantly ventilated.</p> <ul style="list-style-type: none"> • All staff leaving school by 4:15 pm to minimise time on site • Minimise meetings to essential – short PPA planning (rest of PPA off site)/ short diary meeting | | | |
| | | <p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p> | <p>Follow government guidance on social distancing in school, minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables</p> | <p>Desks will be forward facing other than in EYFS and Year 1 – all teachers to have seating plan clearly displayed. Pupils to remain in these places for all lessons and lunchtimes.</p> <p>Outdoor equipment assigned to each year group and stored in the year group storage units.</p> <p>PE will be taught outdoors where possible or in large indoor spaces dependent on weather – yearly overview reviewed to avoid gymnastics/ activities which require more equipment.</p> <p>When singing, chanting, shouting or playing brass or wind instruments, this will take place outdoors</p> | | | |



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| | | | | where possible and group sizes will be limited to 15 – currently this is not taking place. | | | |
| Mass gatherings | M | Health of Staff, Pupils, Visitors, Families Reputation | Review assembly arrangements | Mass gatherings will only take place within bubbles – class assemblies postponed. Monday/Friday assemblies taking place in classes led by the class teacher. Minimize meetings to essential – short PPA planning (rest of PPA off site where possible)/ short diary meeting | | L | |
| Pinch Points – Start of school | H | Health of Staff, Pupils, Visitors, Families Reputation | Stagger the beginning and end of the school day, so not all pupils enter and leave school at the same time using the same entrances and exits. | Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) New Gate for KS1, therefore increase access points All parents must wear masks. All parents unable to wear mask we will | Head Teacher | M | |



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| | | | | bring child to gate once the playground is cleared. Ensure 2 staff are on each gate. | | | |
| Pinch points – Transition, lunch and break | H | Health of Staff, Pupils, Visitors, Families Reputation | <p>Review transition and break times (including lunch), so that all children are not moving around the school at the same time</p> <p>Has a one-way system been considered</p> <p>Are arrangements in place for hand washing before and after eating?</p> <p>Are arrangements suitable for providing meals for pupils at risk?</p> | <p>Socially distant supervision whenever possible at break and dinner times.</p> <ul style="list-style-type: none"> All Midday Assistants to wear visors <p>Set doors for classes to exit/ enter schools-</p> <p>Alcohol-based hand sanitiser available before and after lunch.</p> <p>Reduction of parents in school with the new end of day/ start of day times.</p> <p>One TA from each year group to collect lunches for pupils at a designated time.</p> <p>Staff will be asked to carry a mask at all times so that they can wear when social</p> | <p>SLT</p> <p>Site Manager / Caretaker</p> <p>Site Manager / Caretaker</p> <p>SLT</p> <p>SLT to arrange – Cleaners to complete</p> <p>Lunchtime Organisers</p> <p>SLT to communicate</p> | M | |



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| | | | | distancing is impractical | | | |
| Pinch Points – End of school | H | Health of parents / pupils / staff Reputation | Discourage parents picking up their children from gathering at the school gates. | <p>Make clear to parents 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).</p> <p>Gates open from 2.45pm to allow a steady flow of parents and reduce queuing on Culmere Rd/Black Path.</p> <p>Tell parents that if their child needs to be accompanied to / from school, only one parent should attend. New Gate for KS1, therefore increase access and exit points.</p> <p>All parents must wear masks. All parents unable to wear mask we will bring child to gate once the playground is cleared. Ensure 2 staff are on each gate.</p> | <p>SLT to implement and communicate</p> <p>SLT</p> <p>Staff to monitor</p> | M | |
| Ventilation in School | H | | Where possible, all spaces should | Prop doors open, where safe to do so (all fire | Site Team | L | |



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| | | <p>Health of pupils / staff / parents</p> <p>Reputation</p> | <p>be well ventilated using natural ventilation (opening windows) or ventilation units</p> | <p>doors must be shut in the event of a fire alarm activation), to limit use of door handles and aid ventilation</p> <p>Classroom doors and windows open All staff have been given a fleece</p> | <p>Class teachers/ HOY</p> | | |
| Cleaning of School | H | <p>Health of pupils / staff / parents</p> <p>Reputation</p> <p>Financial</p> | <p>Ensure school has appropriate arrangements for cleaning premises prior to opening and increased arrangements during the school day in hot spots. (There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting)</p> <p>Review cleaning hours and coverage</p> | <p>All teaching staff to leave school by 4:15 to ensure cleaners have uninterrupted access to school</p> <p>Cleaners to wear visors</p> <p>Get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <p>Avoid using Just In Time purchasing method, ensuring adequate stocks are maintained</p> <p>Remove rubbish daily and dispose of safely</p> | <p>Site Team / Caretaker</p> <p>Finance Team</p> <p>Cleaners</p> <p>SLT / Site Manager / Caretaker</p> <p>Cleaners</p> | M | |



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| | | | <p>Cleaners informed of extra duties or additional external support arranged and supervisor/Site Staff to check cleaning has been done.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach - surfaces that children, young people and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, handles, furniture, learning aids, IT equipment, sports equipment, phones, fingerprint scanners, photocopiers and kettles more regularly than normal</p> <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none">• Objects which are visibly contaminated with body fluids• All potentially contaminated high-contact areas (e.g. | Cleaners | |
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| | | | <p>bathrooms, door handles, telephones, grab-rails in corridors and stairwells) You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none">• Disposable cloths, or• Paper rolls and disposable mop heads <p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none">• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine• A household detergent, followed by a disinfectant with the same dilution as above• An alternative disinfectant, that's effective against enveloped viruses <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none">• Wear disposable gloves and apron | | |
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| | | | <ul style="list-style-type: none">Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine.</p> <p>Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>Laundry any possibly contaminated items on the hottest temperature the fabric will tolerate. If items can't be cleaned using detergents or laundering (e.g.</p> | Cleaners Cleaners Cleaners Cleaners / Caretaker | | |
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| | | | <p>upholstered furniture), use steam cleaning.</p> <p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <p>Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage. If the individual tests negative, put the bags in with the normal waste. If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> | Caretaker | | |
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| | | | | <ul style="list-style-type: none"> Local waste collection authority (if they currently collect your waste) Or, by a specialist clinical waste contractor | | | |
| Sickness | H | Health of pupil / staff / parents Reputation | Process to be followed should pupil or staff member fall ill with symptoms | <p>Follow process for designated staff to follow if a pupil or staff member falls ill with COVID symptoms. Disseminate flowchart to all staff.</p> <p>Designated staff to be made aware of need for and use of PPE, this especially pertinent for LO staff.</p> | SLT Site Manager / Caretaker | L | |
| Sickness | M | Health of pupils / staff / parents Reputation | Building can be arranged to accommodate sick people until they are collected or sent home | <p>Chapel and foyer next to RCC to be used as they have:</p> <ul style="list-style-type: none"> If weather is appropriate, children can sit outside with an adult. A door that can be opened A window for ventilation Outdoor access for parents | Site manager / Caretaker | L | |
| Communication | H | Reputation | All parents / carers are kept up to date with all relevant school | Parents are directed to website or communication app | SLT | L | |



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| | | | <p>procedures and risk assessment</p> | <p>Pupils are also made aware of who to inform should they become ill</p> <p>Ensure staff are clear on: How to get in touch with the parents of children at school if they need to pick their child up / if you need to contact social workers if the pupil is a vulnerable child</p> | <p>All staff</p> <p>SLT</p> | | |
| Control of Cross Contamination | H | <p>Health of pupils, staff, parents</p> <p>Reputation</p> <p>Financial</p> | <p>Assess appropriateness of classroom contents in light of likelihood of repeated touching by more than one pupil and ease of cleaning.</p> <p>Reduce the use of shared resources, such as stationery and other equipment:</p> | <p>Educational Resources;</p> <ul style="list-style-type: none"> • For frequently used resources such as pens and pencils, staff and pupils should have their own items • Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. • Resources that are shared between groups, such as sports, art, and | <p>Teachers with Caretaker</p> <p>Cleaners</p> <p>Teachers / Lunchtime staff</p> | L | |



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| | | | | <p>science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none">• Outdoor play equipment should be frequently cleaned and only used by one year group – see above.• Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. | <p>SLT to arrange</p> <p>SLT and Teachers to arrange</p> <p>Teachers</p> <p>Teachers / Head of Department</p> | | |
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| | | | | | PE lead / Lunchtime staff | | |
| Remote Learning Children/ Bubbles off school re self-isolation/ in case of future lockdown. | | Education of the Children Reputational Damage | Remote Learning Policy in place Class year group bubbles to minimise numbers going home. | <ul style="list-style-type: none"> • Whole class self-isolation remote learning will be run by the class teacher or dedicated teacher if class teacher unwell. Utilising staff off site e.g. for maternity. • Review Class Bubbles and procedures so children not as exposed to infection. • Policy written so clarity on expectations. • Source support materials including ICT support • Regarding lockdowns like Jan 2021 - TAs will be in charge of facilitating the in school face to face learning. • Regarding lockdowns like Jan 2021 - 3 teachers per year group will have the following roles – 1 x Supporting/ Directing TAs/ 1 x Working | SLT/ Head of Year/ Class Teacher | M | |



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| | | | | <p>remotely on call contact for online communication/ 1 x planning and resourcing across the year group.</p> <ul style="list-style-type: none">• This delegation facilitates a contingency in the eventuality of a member of staff absence.• The limited number of electronic devices (e.g. laptops) obtained and distributed to identified families who sign agreement for this. | | |
| Remote Learning Children – Children and Families Well Being | | Mental Health Damage of the Children | Nurture Staff Ready contacting families and arranging Covid Secure Meetings in school. | <ul style="list-style-type: none">• Nurture Team liaise with HOY regarding hard to contact children, or children who appear to be struggling.• HOY refer a follow up phone conversation with Nurture Team.• Nurture Team phone and advise.• Where appropriate arrange a 'clinic/ drop in session' to support with children and | | |



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| | | | | <p>parents' mental/ health and wellbeing.</p> <ul style="list-style-type: none">• When – Aim daily for 3 or 4 children on an appointment system• Where – Nurture Room – access through the Junior• How Long – 15 minutes• Covid measures – visors for staff/ parents to drop off and pick up after 20 minutes/ hand sanitiser on entry/ stations cleaned after each visit/ no other staff to enter nurture room• Additional Support – if staffing allows, 2nd Nurture Staff to meet with parent to discuss support while children are in the meeting – child in library and parent in Nurture Room.• Free School Meals (FSM) school office liaise with families regarding 'grab bags' and food parcels for | | |
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| Hazard | Risk H M L | Type of Risk | Control Measures | Comments / Action | Action Owner | Residual Risk Rating H L M | Risk level after review |

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| Signed: Peter Johnson | Copies passed to: Staff Team, Website, Andrew Ablett and site team, SLT and Trust CEO |
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