



St Joseph's Catholic Primary School Risk Assessment September 2021



Reviewed 8th September 2021

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|-----------------------------------|---|---------------------------------|---|-----------------|---|
| Work Activity/ Hazard: | Schools & EYFS C-19 Operational Risk Assessment STEP 4 (v.1) | Directorate | Children's Services: Together for Children | Section: | <ul style="list-style-type: none"> Education & Childcare settings: Schools |
| Date of Assessment: | 1 st September 2021 | Date to be Reviewed: | Every 2 weeks | | |

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|--|--|
| Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely | Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic |
|--|--|

LIKELIHOOD

| | | | | | |
|---|---|----|----|----|----|
| 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |

SEVERITY

| | |
|---------|---------------|
| 1 – 2 | No Action |
| 3 - 6 | Monitor |
| 8 - 12 | Action |
| 15 - 16 | Urgent Action |
| 20 - 25 | Stop |



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| Schools COVID-19 Operational Risk Assessment after STEP 4 (based on government guidance issued July 2021- updated August 21) | | | | | | | | | |
| Spread of COVID-19 | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | <p>Minimise Contact – avoid contact with anyone with symptoms or signs of infection.</p> <p>When an individual develops COVID-19 symptoms or has a positive test: Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>You're not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> you're fully vaccinated (had 2 doses of vaccine, at least 14 days prior) | 1 | 5 | 5 | <p>No pupil should attend school if they show any of the coronavirus symptoms, or have tested positive. Parents should inform the school as soon as they are able to.</p> <p>No staff member or any other adult should attend school if they show any of the coronavirus symptoms, or have tested positive. They should inform the Headteacher as soon as they are able to.</p> <p>If any pupil or adult in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home immediately. They must follow the NHS guidance and should arrange to have a test. They can return to school if the test is negative.</p> <p>When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately. Whilst awaiting collection, the child will be moved to the Green Room, and be seated near</p> | 1 | 5 | 5 Monitor |



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| | | <ul style="list-style-type: none"> • you're below the age of 18 years 6 months • you've taken part in or are currently part of an approved COVID-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home to begin isolation - the isolation period includes this day. Advise them to arrange a test as soon as possible - follow current isolation guidelines along with other members of their household.</p> <p>Children taking a routine vaccination may suffer a mild fever. Teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething - and if they are concerned</p> | | | | <p>the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the Male Staff toilet should be used.</p> <p>If the child's needs dictate that the supervising adult cannot maintain a distance of at least 2m, the adult must wear PPE (face mask, disposable gloves, disposable apron)</p> <p>Once the child has been collected, all facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed on the door to advise others not to enter/use the Green Room/toilet.</p> <p>All those who have been in contact must immediately follow the good hand hygiene procedures.</p> <p>The preferred method of hand cleaning will be through use of soap and running water. Hand sanitiser will be available to use if handwashing</p> | | | |



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| | | <p>about their child's health, they should seek advice from their GP or NHS 111.</p> <p>If COVID-19 is suspected the child should start isolating and get tested.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Depending on age & needs suitable adult supervision may be required. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus</p> | | | | <p>facilities aren't readily available; adults will have ready access to hand sanitiser to use when appropriate.</p> <p>Pupils will wash/sanitise their hands:</p> <ul style="list-style-type: none"> •On arrival to school •When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning •Before eating (fruit snacks/lunchtime) •After eating •After using the toilet •Any other time it is appropriate (e.g. after coughing/sneezing) <p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun</p> | | | |



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| | | <p>(COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 m cannot be maintained (such as for a very young child or a child with complex needs)</p> <p>Staff must follow government guidance on close contacts should the isolated pupil test positive or Staff members are contacted by Test & Trace</p> <p>Promote frequent hand cleaning and good hygiene practices including respiratory hygiene “catch it, bin it, kill it”, not touching faces, nose, mouth, bins.</p> <p>Washing hands before and after eating.</p> <p>Encourage young children to practice good and regular hygiene</p> | | | | <p>(use of PowerPoint/videos/rhymes etc.)</p> <p>Any visitors to the school will be instructed to use hand sanitiser on entry to school.</p> <p>Staff to ensure that when children are using soap and water, that hands are dried thoroughly, before moving on.</p> <p>Children suffering from dry skin/irritated skin due to excessive washing/use of hand gel, will be allowed to bring in and periodically use as necessary, non-prescribed hand cream, labelled with their name and year group.</p> <p>All staff to be advised that they must inform their manager if they or anyone in their household have been advised to self-isolate, before entering the workplace</p> | | | |



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| | | <p>habits possibly via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals</p> <p>Pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice</p> <p>Sufficient handwashing facilities available. Where there are no facilities nearby, hand sanitisers to be provided.</p> <p>Active engagement with NHS Test & Trace.</p> <p>The Isolation room/area used must be cleaned before re-use. A</p> | | | | | | | |



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| | | trained person/contractor wearing suitable PPE can clean immediately or where possible the room/area can be locked up/allow no access for 72 hours before cleaning | | | | | | | |
| Vulnerable workers Underlying health issues, Pregnancy, unvaccinated persons | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Identify all clinically extremely vulnerable and extremely vulnerable workers and carry out a | 1 | 5 | 5 | School will liaise with health professionals and other outside agencies to ensure the correct support is given for any pupil viewed as CEV to attend school. School will follow Trust advice from HR on completing appropriate Risk Assessments for staff deemed CEV and pregnant women. | 1 | 5 | 5 Monitor |



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| | | <p>specific Vulnerable Person Risk Assessment to ensure suitable & safe working arrangements.</p> <p>Pregnant workers must have the usual risk in place plus a vulnerable worker risk assessment to assess any additional health issues which may increase their risk from Covid</p> <p>Refer to current government guidance to your Occupational Health Team for additional advice</p> | | | | | | | |
| Infections or Positive testing within school | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Education settings will no longer be expected to undertake contact tracing. Close contacts will be identified via NHS Test and Trace.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact</p> | 1 | 5 | 5 | <p>As soon as school becomes aware of a positive test result for COVID-19, we will follow our current '<u>Outbreak Management Plan</u>' and contact our local health protection team.</p> <p>The health protection team will carry out a rapid risk assessment, working with schools to advise us on actions which need to be taken, especially if cases reach the thresholds. If the health protection team advise that individuals need to be sent home to</p> | | | |



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| | | <p>with a positive case and advised to take a PCR test. Educational Settings encourage all individuals to take a PCR test if advised to do so.</p> <p>Schools may be contacted to assist with NHS Test and Trace in exceptional cases to help identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Contact Public Health for advice & support where there is a positive case within the school</p> <p>If there is an outbreak in a setting, a director of public health might advise a setting to temporarily reintroduce some control measures</p> <p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the</p> | | | | <p>self-isolate, we will implement this advice swiftly.</p> <p>All staff trained in the use of and supplied with LFD tests for regular (twice weekly) testing. (To reviewed regularly)</p> <p>Results reported to COVID Co-ordinator and logged.</p> | | | |



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| | | <p>latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>From September, staff should undertake twice weekly home tests whenever they are on site until this is reviewed.</p> <p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p> | | | | | | | |



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| Lack of adequate cleaning regime | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Enhanced Cleaning Programme to remain in place with site cleaning teams and cleaning contractors.</p> <p>Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces with soapy water/ appropriate detergent.</p> | 1 | 5 | 5 | <p>Cleaning resources (disinfectant sprays, cloths) are to be available in every classroom and shared space. These will be used as when appropriate to clean down surfaces and regular touch points.</p> <p>All cleaning products must be kept out of the reach of the children.</p> <p>The site supervisor will monitor supplies of all cleaning and hygiene-related materials, and ensure orders are placed to replenish stocks, allowing time for delayed delivery.</p> <p>Shared spaces: these must be cleaned before other children/adults use them</p> <p>Shared resources, e.g. PE equipment, must be cleaned before another group uses them</p> <p>This will be the responsibility of the class teacher to ensure equipment is cleaned after use. This can be</p> | 1 | 5 | 5 Monitor |



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| | | | | | | <p>delegated to the teaching assistant linked to the year group.</p> <p>Regular touch points throughout the school will be cleaned several times daily: Before the children arrive (cleaner/site supervisor); mid-morning (site supervisor); mid-afternoon (cleaner); evening (site supervisor)</p> <p>Toilets will be cleaned regularly by the site supervisor/cleaner.</p> <p>After-school thorough cleaning regime to be maintained in all school areas</p> <p>Staff room - Clean down tables after you have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> | | | |
| Inadequate Ventilation | Employees, children/learners, contractors, visitors, members of the public, family members | Good ventilation is extremely important to reduce transmission of the virus. When the school building is occupied it is important to ensure it is well ventilated along with providing a comfortable teaching environment - balancing the need for increased ventilation while | 1 | 5 | 5 | Staff need to ensure a balance between good ventilation and a comfortable teaching environment. High level windows to be opened each morning (minimise draughts). Increase ventilation during unoccupied times, such as playtimes and lunchtimes. | 1 | 5 | 5 Monitor |



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| | Contracting Coronavirus | <p>maintaining a comfortable temperature</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</p> <p>Opening internal doors can also assist with creating a throughput of air NOTE: fire doors must be used as designed to prevent spread of smoke and fire - or where necessary automatic closing device(s) may be fitted</p> <p>If necessary external opening doors may also be used (where safe to do so)</p> | | | | <p>Staff to review seating arrangements, to avoid children in draughts for prolonged periods</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Children will be encouraged to bring a jumper to school every day.</p> <p>School will follow 'Health and Safety Guidance Note- Good Ventilation Practices in Schools' from SCC.</p> | | | |
| Contact between any persons on the premises | Employees, children/learners, contractors, visitors, members of the public, family members | Face coverings will no longer be legally required for pupils, staff and visitors either in classrooms or in communal areas. | 1 | 5 | 5 | <p>Full PPE (face mask, apron, gloves) should be worn by staff in the following situations</p> <ul style="list-style-type: none"> when supervising a child who is symptomatic and a distance of at least 2m cannot be maintained | 1 | 5 | 5 Monitor |



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| | Contracting Coronavirus | <p>Face coverings are no longer legally required on public transport. School Leaders may choose to develop and adopt their own policy on the wearing of face coverings and share this with staff and parents - personal choice & responsibility should be promoted</p> <p>If you have an outbreak in your school, a director of public health may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). To be included in the "Outbreak Management Plans"</p> <p>School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Early Years settings may take further advice from Public Health on current guidance relating to face coverings</p> | | | | <ul style="list-style-type: none"> when providing intimate care, first aid to a child when a child's SEN needs require close contact. <p>Packs of fluid resistant face masks, disposable gloves and disposable aprons accessible in key areas of the school. Plastic visors are also available to be worn if necessary. The First Aid supervisor (Ms Burgess) will monitor stock and ensure orders are placed to replenish stock as necessary, allowing for delays in delivery times.</p> <p>Public Health has advised staff and visitors wear face coverings in communal areas for the first two weeks – reviewed regularly thereafter.</p> <p>Staff room occupancy will be capped at 10 to allow 1m distance between seats.</p> <p>Staff lunchtimes will be staggered 12-12.30 and 12.30-1pm to support decreased occupancy.</p> | | | |



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| | | <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p> <p><i>They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</i></p> | | | | <p>Staff room occupancy will be reviewed regularly.</p> <p>Staff meetings will take place in the Year 6 classroom to ensure 1m distance to be maintained during meetings.</p> | | | |
| Contact within and between groups | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>It is no longer legally necessary to keep children in consistent groups or bubbles to avoid mixing</p> <p>Assemblies and Lunchtime arrangements can resume – avoidance of mixing is no longer required.</p> <p>Schools must have a "Outbreak Management Plan" which may be necessary in the event of local areas having to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> | 1 | 5 | 5 | <p>A 'Soft Start' to the school day 8.45am-8.55am will allow children and parents to limit mixing in large groups.</p> <p>A short staggered end of the day arrangements 3.05pm Reception/Year 1 and Year 2. 3.10pm Year 3 and Year 4. 3.15pm Year 5 and Year 6 will support less congestion in corridors</p> <p>Lunchtime – Children will eat on year group tables and in Key stage sittings. Mixing of year groups within each Key Stage will take place outside.</p> | 1 | 5 | 5 Monitor |



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| | | <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> | | | | <p>School will adhere to the advice regarding mitigating risks to all staff. All measures in place will be discussed with all staff, and any concerns or anxieties taken into account and steps taken to mitigate additional risk if required.</p> <p>Cleaning resources (disinfectant sprays, cloths) are to be available in every classroom and shared space. These will be used as when appropriate to clean down surfaces and regular touch points</p> <p>At times when it is necessary to have supply/peripatetic teachers on site, they will be expected to adhere to all measures in place.</p> | | | |
| Contact due to layout or available space | Employees, children/learners, contractors, visitors, members of the | School Leaders should consider whether social distancing is appropriate where possible, i.e. maintain social distancing of 2m or 1m plus with additional suitable | 1 | 5 | 5 | Staff room occupancy will be capped at 10 to allow 1m distance between seats. | 1 | 5 | 5 Monitor |



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| | <p>public, family members</p> <p>Contracting Coronavirus</p> | <p>controls from pupils, other members of staff, visitors.</p> <p>Considerations to be given to, where possible, maintaining layouts or adaptations to classrooms to support reasonable distancing where possible including seating pupils side by side, facing forwards, remove unnecessary furniture to make more space.</p> <p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Consider, maintaining where possible arrangements to timetables so that transit around schools minimises contact.</p> <p>Avoid creating busy corridors, entrances/exits.</p> | | | | <p>Staff lunchtimes will be staggered 12-12.30 and 12.30-1pm to support decreased occupancy.</p> <p>Staff meetings will take place in the Year 6 classroom to ensure 1m distance to be maintained during meetings.</p> <p>To ensure transit around school minimises contact staff and classes must follow their timetable and leave the classroom only when timetabled to do so.</p> <p>Staggered breaktimes will avoid creating busy corridors.</p> <p>Staggered entry and exit (soft start between 8.45am-8.55am, staggered exit 3.05pm EYFS/KS1, 3.10pm LKS2 and 3.15pm UKS2) will avoid creating busy corridors, entrances and exits.</p> <p>Staff toilets will be unisex allowing staff to maintain social distancing.</p> | | | |



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| Activities encouraging Spread of Covid | Employees, children/learners, contractors, visitors, members of the public, family members | Step 4, there will be no limits on the number of people who can sing indoors or outdoors. Refer to the Music HUB for mitigations and guidance including specific risk assessment for singing | 1 | 5 | 5 | Classes will continue to use own playground box of equipment. Lunch supervisors to ensure shared larger outdoor play equipment is cleaned weekly. | 1 | 5 | 5 Monitor |
| | Contracting Coronavirus | Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices Extracurricular provision e.g. Wraparound care; breakfast & after school clubs to provide a separate risk assessment including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. External coaches, clubs and organisations for curricular and extracurricular activities to provide | | | | Classes will be encouraged to sing in their classrooms during hymn practice times and class liturgy. Initially year groups will be able to sing in groups of two year groups in the main hall to maintain social distancing, forward facing with good ventilation- this will be reviewed regularly. Choir will take place with reduced numbers, in a large classroom , forward facing with social distancing and good ventilation. | | | |



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|-----------------------|--|---|------------|----------|----------------------|---|------------|----------|------------------------|
| | | <p>a separate risk assessment and safe working procedures including type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>Outdoor play equipment to be managed and included in planned maintenance and cleaning regime</p> | | | | | | | |
| Educational Visits | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Educational day visits and domestic residential education visits are to take place.</p> <p>From the start of the autumn school term international visits are permitted</p> <p>Consider and monitor travel list and impacts this may have on pupils and staff. The travel list is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and</p> | 1 | 5 | 5 | <p>As part of regular trip risk assessment an additional COVID19 risk assessment will be undertaken or requested from the visit venue.</p> <p>School will continue to seek and follow advice from BWCET HR in relation to travel.</p> | 1 | 5 | 5 Monitor |



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|----------------------------------|--|--|------------|----------|----------------------|--|------------|----------|------------------------|
| | | <p>should have contingency plans in place to account for these changes.</p> <p>Planning of all visits and trips to be in line with usual guidance and with the advice and support from Derwent Hill & Evolve system</p> | | | | | | | |
| Messy play - spread of infection | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>*Settings which provide malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning must consider & detail specific arrangements considering below;</p> <p>Materials can be handled by all children</p> <p>Malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</p> <p>Children wash their hands thoroughly before and after messy play</p> | 1 | 5 | 5 | Messy play materials will be available for single classes only and not shared with other year groups. | 1 | 5 | 5 Monitor |



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|---------------------------------|--|--|------------|----------|----------------------|--|------------|----------|------------------------|
| | | Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group | | | | | | | |
| Expired First Aid certification | Employees, children/learners, contractors, visitors, members of the public, family members inadequate care for injuries occurring on site | Adequate First Aid provision to be in place If asked to do so, providers should be able to explain why the first aider has not been able to re-qualify and demonstrate what steps have taken to access the training. Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity. Consider eLearning or Virtual refresher training in the interim period https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm | 1 | 5 | 5 | All Pediatric First Aiders have been able to access face to face courses and re-qualify. | 1 | 4 | 4 Monitor |



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|---|---|---|------------|----------|----------------------|--|------------|----------|------------------------|
| Contact due to personal / intimate care | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Staff must wear the normal personal protective equipment they need for giving intimate/personal care If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. surgical mask, apron and gloves. Following doffing and donning and disposal guidance | 1 | 5 | 5 | No additional measures | 1 | 5 | 5 Monitor |
| Transit in and around school premises | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Avoid creating busy corridors, entrances/exits Enhanced cleaning is planned and specific tasks/roles are agreed with site staff and cleaning contractors i.e. frequently cleaning touched surfaces often, using appropriate standard products NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place. | 1 | 5 | 5 | To ensure transit around school minimises contact staff and classes must follow their timetable and leave the classroom only when timetabled to do so. Staggered breaktimes will avoid creating busy corridors. Staggered entry and exit (soft start between 8.45am-8.55am, staggered exit 3.05pm EYFS/KS1, 3.10pm LKS2 and 3.15pm UKS2) will avoid creating busy corridors, entrances and exits. Regular touch points throughout the school will be cleaned several times daily: Before the children arrive | 1 | 5 | 5 Monitor |



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|--|--|---|------------|----------|----------------------|---|------------|----------|------------------------|
| | | | | | | <p>(cleaner/site supervisor); mid-morning (site supervisor); mid-afternoon (cleaner); evening (site supervisor)</p> <p>Cleaning resources (disinfectant sprays, cloths) are to be available in every classroom and shared space. These will be used as when appropriate to clean down surfaces and regular touch points such as mouse and keyboards.</p> | | | |
| Cross-contamination of resources, toys and equipment | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Classroom based resources, such as books and games, can be used and shared; these should be cleaned regularly, along with all frequently touched surfaces. This includes wraparound care.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> | 1 | 5 | 5 | <p>*Children should only bring essential items such as coat, water bottle and lunch bag to school daily.</p> <p>Bags are discouraged.</p> <p>Children will be allocated personal stationary set.</p> <p>Children should wear their PE kit for the whole day on their designated PE day as follows:</p> <ul style="list-style-type: none"> School jumper (essential) School PE T-shirt | 1 | 5 | 5 Monitor |



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| | | <p>Schools to consider their local policy on limiting the amount of equipment pupils they bring into school each day, essentials only such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Water bottles must not be shared – each child to have their own personal bottle.</p> <p>Teacher to maintain good personal hygiene practices when marking</p> | | | | <ul style="list-style-type: none"> Plain joggers/leggings (black or navy preferable) | | | |
| Transport to educational or childcare settings | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Face coverings are no longer legally required on public transport.</p> <p>Face coverings may be worn within transport - personal choice should be promoted</p> <p>All to clean their hands before boarding transport and again on disembarking</p> <p>Cleaning regime of vehicles is in place</p> <p>Where possible, natural ventilation to be maximised, particularly</p> | 1 | 5 | 5 | <p>Buses used for trips eg swimming. Good hygiene before going aboard the bus, immediately after leaving the bus or arrival at destination.</p> <p>Windows to be open on all journeys.</p> | 1 | 5 | 5 Monitor |



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|---|---|---|------------|----------|----------------------|---|------------|----------|------------------------|
| | | through opening windows and ceiling vents | | | | | | | |
| Lack of communication | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Talk to staff about schools plans safety measures, training needs. Communicate all policy and plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Consult with staff, professional bodies and trade union colleagues on policy and procedures. Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place. | 1 | 5 | 5 | Senior Leaders in school discuss and agree the Risk assessment. Risk Assessment shared with BWCET, unions, all staff and parents. Clear communication on A4 poster at school entrance and office of expectations of visitors. | 1 | 5 | 5 Monitor |
| Poor mental wellbeing of staff and Pupils | Staff, Pupils, Parent & family members Stress, anxiety, panic, depression | Promote attendance at school for both staff and pupils Identify individuals who are reluctant or anxious or at risk of disengagement. Support | 1 | 5 | 5 | Attendance at school is mandatory for all pupils and usual attendance procedures will be implemented. School will work with families to alleviate any anxieties they may have regarding children returning to school. | 1 | 4 | 4 Monitor |



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|-----------------------|------------------------------|--|------------|----------|----------------------|--|------------|----------|------------------------|
| | | <p>mechanisms are in place for all levels of employees, pupils/families and supporting governance roles</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p> | | | | <p>It is, however, understood that there may be occasions where pupils must remain at home, e.g. for self-isolation.</p> <p>School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow procedures regarding any concerns. The PSHE curriculum will be in place and modified as needed to address the needs of pupils as they are identified. Our school counsellor (The Road Centre) will resume services on to support identified pupils. School will work closely with professional colleagues in ensuring all pupils are supported appropriately, including those with SEND. Social stories will be used with SEN children to support change in routine</p> <p>Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored and support provided as and when necessary. This could be from, the</p> | | | |



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|--|---|--|------------|----------|----------------------|--|------------|----------|------------------------|
| | | | | | | leadership team offering support or signposting to appropriate agencies to access support externally. Staff are encouraged to be open and share any concerns with appropriate personnel. To allow staff to work safely with limited space available for PPA, staff are invited to take their PPA at home | | | |
| Outbreaks and lack of Emergency Planning | Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus | Outbreak Management Plan in place outlining operations should there be an outbreak in school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible Gather and record key information relating to the case immediately Escalate outbreaks to your local health protection team where necessary and advise if any additional action is required, such | 1 | 5 | 5 | Agreed Outbreak Management Plan agreed and shared with BWCET and staff. | 1 | 5 | 5 Monitor |



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|-----------------------|--|---|------------|----------|----------------------|--|------------|----------|------------------------|
| | | <p>as implementing elements of your outbreak management plan.</p> <p>Aware of action to take in response to a positive case Understanding of NHS Test & Trace process</p> <p>Train all staff in emergency procedures</p> <p>First Aid provision to meet the requirements of the setting</p> | | | | | | | |
| Dining & Catering | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for working in kitchen in line with government guidance; | 1 | 5 | 5 | <p>School meals service will resume the provision of hot meals. Pupils may bring a packed lunch from home.</p> <p>Lunchtime will have two sittings EYFS/KS1 and KS2.</p> <p>FSM pupils self-isolating will initially have a packed lunch delivered followed by a food parcel for the duration of self-isolation.</p> <p>The kitchen will follow catering BWCET Risk Assessment for catering staff.</p> | 1 | 5 | 5 Monitor |



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|-----------------------|--|--|------------|----------|----------------------|---|------------|----------|------------------------|
| | | | | | | <p>Staffroom – limited capacity to ensure 1m social distance</p> <p>Staff to clean down tables after they have finished and remove all uneaten food and drink and dispose of in bin or rubbish bag.</p> | | | |
| Wraparound care | <p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p> | <p>Permitted to resume before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. plus for vulnerable children.</p> <p>If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations are working to relevant government guidance for their sector & have in place</p> | 1 | 5 | 5 | External coaches will follow their own Risk Assessment. | 1 | 5 | 5 Monitor |



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|-----------------------|--|---|------------|----------|----------------------|---|------------|----------|------------------------|
| | | <p>protective measures (request a risk assessment & monitor)</p> <p>Extracurricular provision e.g. Wraparound care; breakfast & after school clubs can resume provided a separate risk assessment is completed – type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc. (detail your schools arrangements; including agreement with schools catering provider/risk assessments)</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provided a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p> | | | | | | | |
| Fire | Employees, children/learners, contractors, visitors, members of the public, family members | <p>Regular visual inspections to take place to ensure all fire precautions and safety systems are active and in place as required by the Fire Risk Assessment</p> <p>Responsible Person must carry out the Periodic Assurance Review</p> | 1 | 5 | 5 | <p>Site supervisor will continue to carry out weekly fire alarm checks alongside termly fire drills.</p> <p>Pro-Fire will carry out annual fire audit during the Autumn Term.</p> | 1 | 5 | 5 Monitor |



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|--|--|--|------------|----------|----------------------|---|------------|----------|------------------------|
| | Inhalation of fire/smoke, burns, fatality | (annually or where changes have been made) Fire drills to be carried out Termly | | | | | | | |
| Poor housekeeping & building maintenance | Employees, children/learners, contractors, visitors, members of the public, family members Bruises, fractures, fatal injuries | All regular and periodic building checks to make the school safe must be in place. Daily visual checks by site & teaching staffing their respective areas – report any defects or tripping hazards, fire hazards, etc. to site staff/manager for remedial action. | 1 | 5 | 5 | Site supervisor will continue daily checks. Health and Safety is weekly standing item on the staff meeting agenda. | 1 | 5 | 5 Monitor |
| | | | | | | | | | |

To be completed by the Individual undertaking the risk assessment:

Name: Judith Black

Job Title: Headteacher

Signature: J.Black

Date: 1/9/2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:



St Joseph's Catholic Primary School Risk Assessment September 2021



Signature:

Date: