

## Coronavirus Risk Assessment for Education Spring Full Reopening England



<b>School Name: St Mary's Catholic Primary School</b>			<b>Date Assessed: 08/03/2021</b>			<b>Assessed by: Julia Pearce, John Williams, Tom O'Neill</b>						
<b>Task/Activity: Wider School Opening from 8<sup>th</sup> March 2021 during coronavirus pandemic</b>						<b>Reference Number: 01</b>						
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
<b>Minimise contact between individuals and maintain social distancing wherever possible</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	All government recommendations to be implemented.  We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.  We will keep groups separate (in 'bubbles') and through maintaining distance between individuals.			2	5	10	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  <a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a>

					25	<p>We will maintain distinct groups or 'bubbles'.</p> <p>All teachers and other staff will remain in class bubbles, only entering different classes and year groups in order to facilitate the essential delivery of the school timetable; however, strict social distancing and hygiene will be followed at all times</p>			10	Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
<b>Measures within the classroom</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>We will aim to maintain a distance between people whilst inside and reduce the amount of time they are face-to-face to lower the risk of transmission where possible.</p> <p>Adults will aim to maintain 2 metre distance from each other, and from children. They will avoid close face to face contact wherever possible and minimise time spent within 1 metre of anyone.</p> <p>It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal.</p> <p>Pupils old enough, will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p> <p>For the youngest children and some children with complex needs it is not feasible where space does not allow. The school will be doing this wherever it can.</p> <p>When staff or children cannot maintain distancing, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above. We will make small adaptations to the classroom to support distancing where possible. This includes seating pupils side-by-side and facing forwards. Unnecessary furniture will be removed.</p> <p>Cleaning of Class toilets, door handles and other regularly touched surfaces during the school day to</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>NHS <a href="https://www.nhs.uk/coronavirus">testing and tracing for coronavirus website</a></p>

						be cleaned with spray and cloth or using the DEPRO care system				
<b>Measures elsewhere</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Groups will be kept apart, including large gatherings such as assemblies or collective worship with more than one group will not take place.</p> <p>Singing, wind and brass playing will not take place in large groups.</p> <p>We are restricting access to the school premises. Only staff and pupils are allowed on main site so reducing the risk of someone with the virus passing it on. No parents will be allowed on to the main school site without a prior appointment. The school office will remain closed to face to face contact, communication to be made via email or telephone.</p> <p>All children will use the hand cleaning stations and classroom sinks to wash hands thoroughly when they arrive at school and regularly throughout the day.</p> <p>If children are to use a hand sanitiser they will be supervised to avoid the risks around ingestion</p> <p>Class bubbles will be kept apart, large gatherings such as assemblies or collective worship with more than one group will not be allowed. These will be virtual</p> <p>Children will enter/exit through their classroom outside door, children will not be allowed to move around the school buildings. Staff are allowed to move around the school building but this must be kept to a minimum.</p> <p>Wrap around care will not commence until community transmission rates are reduced so as to minimise risk of 2 bubbles mixing indoors. Proposed re-opening April 2021, in the form of our breakfast and ASC's. These clubs will operate as 4 separate bubbles EYFS, KS1, LKS2 and UKS2 and will</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>have timed drop off and pickup time and entrance/exit will be the same route as children arriving for the start/finish of the school day. All controls that are implemented during the school day will be in place for warp around care.</p> <p>While passing briefly in the corridor or playground is low risk, the school will minimise movement around the school and have staged break, drop off and pickup times to avoided creating busy entrances and exits.</p> <p>Each class will be considered a bubble and will have staggered drop off and pick up times and rolling breaktime, lunch times. Children will mix only with their bubble during the school day.</p> <p>Only 4 staff allowed in staffroom at any one time Hall to be used by staff as overflow for staffroom</p> <p>Cleaning of Class toilets, door handles and other regularly touched surfaces during the school day to be cleaned with spray and cloth or using the DEPRO care system</p>				
<b>Lack of/poor Ventilation within the buildings</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Air Conditioning serviced and reviewed by HVAC contractor. Systems do not recirculating air.</p> <p>Heating systems serviced by HVAC contractor.</p> <p>Classroom warm air heaters do not recirculate air between rooms and should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>When rooms are occupied windows are opened just enough to provide background ventilation.</p> <p>Windows opened more fully during breaks.</p>	2	5	5	

					25	<p>External doors opened where deemed safe to do so and where this does not breach fire/security/lockdown concerns.</p> <p>Internal doors are kept open when rooms are occupied to help increase the throughput of air</p>				
<b>Other considerations</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>For individual and very frequently used equipment, such as pencils and pens, the school will supply staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, will be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, 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> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>Pupils limits will be introduced to reduce the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, and books. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided..</p> <p>Undertake the Ellis Whittam COVID-19 Daily Management Checklist.</p> <p>Undertake the Ellis Whittam and school COVID-19 Daily Cleaning Checklist.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					<p>Cleaning of Class toilets, door handles and other regularly touched surfaces during the school day to be cleaned with spray and cloth or using the DEPRO care system</p> <p>Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.</p> <p>‘Flap your wings’ exercise with pre-school children.</p> <p>‘Glitter germs’ exercise with primary-aged children.</p> <p>Governors meetings cancelled and held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p> <p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Discussions with insurer to determine further requirements.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent ‘gathering’.</p> <p>Staff advised to bring their own food to work.</p> <p>Ellis Whittam’s COVID-19 Policy in place.</p> <p>Ellis Whittam’s Health and Wellbeing Policy in place.</p> <p>Lunch and breaks staggered to minimise social gatherings for pupils and staff. School kitchen to provide packed lunch for all children having school dinners and packed breakfast and tea for Breakfast/After School Clubs</p>			
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					<p>Regular family contact to ensure that children from families with symptoms do not attend school.</p> <p>Refer to separate children with (EHC) Plans in place and risk assessments carried out.</p> <p>Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.</p> <p>Use of outdoor spaces for teaching and learning. Shared materials/resources limited for those pupils/staff that need to take these homes.</p> <p>Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible (control measures could include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</p> <p>Lunchtimes across the week have been reduced to ensure that children receive the correct amount of teaching and to enable the school to close on Fridays at 1pm to ensure all equipment is deep cleaned and new resources and lessons are planned for the following week, this will assist the running of a safe smooth operation of the school under COVID secure regulations</p> <p>Records maintained of staff/pupils who have been tested for COVID-19.</p> <p>Close liaison between families regarding symptoms – the school will not monitor temperatures. Staff working from home, where possible. Usage of Ellis Whittam’s COVID-19 Toolbox Talk for staff and pupils.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre</p>			
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<b>Physical Education</b>	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities The school will refer to the following advice:</p> <ul style="list-style-type: none"> <li>• Guidance on the <u>phased return of sport and recreation</u>;</li> <li>• Guidance from <u>Sport England</u>;</li> <li>• Guidance from the <u>Association for Physical Education</u>; and</li> <li>• Guidance from the <u>Youth Sport Trust</u>.</li> </ul>	2	5	10	
<b>Working in the school</b>	Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>The school understands the NHS test and trace process and how to contact their local Public Health England health protection team (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>).</p> <p>The school will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p>	2	4	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						All staff undertake 2 Covid-19 lateral flow test each week and report results. Full guidance provided by the school				
<b>Working in the school</b>	Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>We understand the NHS test and trace process and how to contact their local Public Health England health protection team.</p> <p>New service introduced by PHE 17/09/20 In the event of positive test contact NHS Business Services Authority on the DfE coronavirus helpline 08000468687 (using the schools Positive test checklist found in the school office)</p> <p>We will follow guidance on the <u>cleaning of non-healthcare settings</u>.</p> <p>Cleaning of Class toilets, door handles and other regularly touched surfaces during the school day to be cleaned with spray and cloth or using the DEPRO care system</p> <p>We will ensure that staff members and parents/carers understand that they will need to be ready and willing to follow instructions given to them.</p> <p>We will not request evidence of negative test results or other evidence before allowing back into school.</p> <ul style="list-style-type: none"> <li>Posters promoting good hand hygiene displayed in food areas.</li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>New service introduced by PHE 17/09/20 In the event of positive test contact NHS Business Services Authority on the DfE coronavirus helpline 08000468687 (using the schools Positive test checklist found in the school office)</p>

<p><b>Working in the school</b></p>	<p>Disposal of waste that may be contaminated by a coronavirus sufferer</p>		<p>5</p>	<p>5</p>	<p>25</p>	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>We have updated our behaviour policies with any new rules/policies, and will consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP. A separate School Catering Risk Assessment has been completed.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	<p>2</p>	<p>5</p>	<p>10</p>	
<p><b>Working in the school</b></p>	<p>Contracting and spreading of infection- Personal Hygiene</p>	<p>Employees Pupils Contractors Visitors</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>All staff have personal risk assessments which are updated in line with Government Guidance.</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Hand sanitiser or soap to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>

<p><b>Working in the school</b></p>	<p>Welfare  Hand-contact points  Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff Visitors Delivery drivers Pupils</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> <li>• Training of staff will be carried out on 2<sup>nd</sup> March 2021</li> <li>• Ongoing education for children on handwashing techniques and additional handwashing stations</li> </ul> <p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned. Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</p>	<p>2</p>	<p>5</p>	<p>10</p>	
<p><b>Working in the school</b></p>	<p>Infection control</p>	<p>Staff Visitors Delivery drivers Pupils</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Refer to policy and ensure all staff are aware of its contents and new protocols.</p> <p>Refer to guidance on <u>face coverings in education</u>.</p> <p>All staff to wear face coverings at drop off and pickup times and when moving around the school outside of their bubble areas.</p> <p>Staff may also wear face coverings at other times when they feel the need too.</p> <p>Decontamination – following advice/guidance from the Health Protection Team.</p> <p>Refer to guidance and posters (where required).</p> <p>Education poster on COVID-19 to be displayed at the main entrance to the school building(s).</p> <p>Ellis Whittam COVID-19 Daily Management Checklist to be used.</p>	<p>2</p>	<p>5</p>	<p>10</p>	

					25	<p>'Staying COVID-19 Secure' poster in place at reception.</p>			10	
<b>Working in the school</b>	Contact with delivery drivers / contactors to site/ supply teachers	Staff Visitors Delivery drivers Pupils Contractors Supply Teachers	5	5	25	<p>All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub</p> <p>Wherever possible, the school will avoid visitors entering their premises. In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, the school will assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures described in this risk assessment and attendance kept to a minimum.</p> <p>Contractors only allowed on site if the work cannot be completed at another time.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.</p> <p>Contractors, supply teachers and delivery drivers provided with handwashing facilities.</p> <p>Contractors, supply teachers and delivery drivers supervised at all times.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contracting and spreading of infection-	Club Organisers and Staff Children			25	<p>independently run out of school clubs will not resume until April 2021 at the earliest.</p> <p>These clubs to have their own COVID-19 risk assessment agreed by the Headteacher before club can commence.</p>			10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-">https://www.gov.uk/government/publications/protective-measures-</a></p>

<b>Hire of school buildings by out of school clubs</b>	Personal Hygiene	Visitors	5	5	25	<p>All clubs must follow and adhere to government advice included in the "Protective measures for holiday or after school clubs and other out of school settings for children...."</p> <p>No school staff to be on site when school is being used by a club</p> <p>Areas of the school used by the clubs will be cleaned before they leave, as part of their COVID-19 risk assessment. As added protection the site manager will disinfect areas of the school used by clubs before the beginning of the next school day.</p>	2	5	10	<a href="#">for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a>
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## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
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 (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date