

Coronavirus Risk Assessment for Education Spring Full Reopening England



School Name: St Mary's Catholic Primary School			Date Assessed: 18/10/2021			Assessed by: Julia Pearce, John Williams, Tom O'Neill			
Task/Activity: School returning from 3rd September 2021 during coronavirus pandemic						Reference Number: 03			
			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			Additional Controls Measures Required
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>All government recommendations to be implemented.</p> <p>We will apply the principles laid out by the government and continue to reduce the number of contacts between children and staff as much as possible.</p> <p>We will minimise mixing class and maintain distancing where possible</p>			<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Schools COVID-19 operational guidance (publishing.service.gov.uk)</p>

						<p>All teachers and other staff will now be in paired Year group</p> <p>Strict hygiene will be followed at all times</p>				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Measures within the classroom	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>We will aim to reduce the amount of time staff and children are face-to-face to lower the risk of transmission where possible.</p> <p>Adults to wear face masks when moving around the school.</p> <p>Parents to wear face coverings at drop off/pickup times</p> <p>We will continue to make small adaptations to the classroom to support distancing where possible. Unnecessary furniture will be removed.</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>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>NHS testing and tracing for coronavirus website</p>
Measures elsewhere	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Children will now gather for assemblies or collective worship outside on the school field/playground.</p> <p>We will continue to restrict access to the school buildings.</p> <p>The school office will be closed to face to face contact, screens put between desks. 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>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					25	<p>The school will minimise movement around the school. Children will not move around the school building unless told to do so and accompanied by a member of staff</p> <p>Only 6 staff allowed in staffroom at any one time</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>				
Lack of/poor Ventilation within the buildings	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> <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>	1	5	5	
Other considerations	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Bubbles for playtime, lunchtimes and ASC/BSC</p> <p>Increased frequency of testing for Staff</p> <p>Remote/online music provision and assemblies.</p> <p>ASC/BSC will have reduced hours to reduce mixing.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

					<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 calss; these should be cleaned regularly, along with all frequently touched surfaces.</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> <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>Governors meetings held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p> <p>New and expectant mothers risk assessment completed when required.</p> <p>Windows opened to allow ventilation.</p> <p>Ellis Whittam’s COVID-19 Policy in place.</p> <p>Ellis Whittam’s Health and Wellbeing Policy in place.</p> <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>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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					25	<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 when appropriate.</p> <p>Close liaison between families regarding symptoms – the school will not monitor temperatures.</p> <p>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>				
Physical Education	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<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>	1	5	5	
Working in the school	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>Only the employee or pupil who tests positive has to self-isolate</p> <p>NHS test and trace will contact the school if there is a need for a close contact to self-isolate.</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>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</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				
Working in the school	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>Only the employee or pupil who tests positive has to self-isolate</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"> • Posters promoting good hand hygiene displayed in food areas. 	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>
Working in the school	Disposal of waste that may be contaminated by a coronavirus sufferer		5	5	25	<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</p>	1	5	5	

						<p>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>				
Working in the school	Contracting and spreading of infection- Personal Hygiene	Employees Pupils Contractors Visitors	5	5	25	<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"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser or soap to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. 	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>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>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</p>
Working in the school	Welfare Hand-contact points Poor hygiene and welfare conditions	Staff Visitors Delivery drivers Pupils	5	5	25	<ul style="list-style-type: none"> • Training of staff will be carried out as required during online staff meetings • Ongoing education for children on handwashing techniques and additional handwashing stations <p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p>	1	5	5	

	leading to staff discomfort or illness					<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>				
Working in the school	Infection control	Staff Visitors Delivery drivers Pupils	5	5	25	<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 class 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>‘Staying COVID-19 Secure’ poster in place at reception.</p>	2	5	10	

<p>Working in the school</p>	<p>Contact with delivery drivers / contactors to site/ supply teachers</p>	<p>Staff Visitors Delivery drivers Pupils Contractors Supply Teachers</p>	<p>5</p>	<p>5</p>	<p>25</p>	<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>	<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>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
<p>Hire of school buildings by out of school clubs</p>	<p>Contracting and spreading of infection- Personal Hygiene</p>	<p>Club Organisers and Staff Children Visitors</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Independent run clubs to have their own COVID-19 risk assessment agreed by the Headteacher before club can commence.</p> <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>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>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-</p>

						<p>No school staff to be on site when school is being used by an outside club that is open to pupils who do not attend the school.</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>				<p>for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>
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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