

Coronavirus Risk Assessment for Education Autumn Reopening England



School Name St Mary's Catholic Primary School			Date Assessed: 06/01/2021			Assessed by: Julia Pearce, John Williams, Tom O'Neill			
Task/Activity: England Lockdown from January 2021 during coronavirus pandemic						Reference Number: 01			
			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>School is now open only to Key worker and vulnerable children</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-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p>
						2	5	10	

					<p>Lessons to move online for all children. Children in school to follow the online lessons</p> <p>We will apply the principles laid out by the government and reduce the number of contacts between children and staff as much as possible.</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>Number of staff on site at any one time will be kept to a minimum to reduce contact between adults</p> <p>We will keep classes in bubbles, each bubble will consist of no more than 2 years groups (e.g. y5 & y6 one bubble) We are limiting our bubble size to 15 and will have staggered drop off and pick up time for each bubble. There will also be rolling breaktime and bubble will stay together during lunch.</p> <p>We will maintain distinct with class bubbles.</p> <p>All teachers and other staff will operate only with their class bubble, strict social</p>				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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						distancing and hygiene will always be followed				
Measures within the classroom	Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	5	5	25	<p>Adults will aim to maintain 2 metre distance from each other, and from children. They will avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>When supporting pupils who have complex needs or require one to one support, this support will be given by seating pupils side-by-side and facing forwards</p> <p>Pupils old enough, will be instructed and supported to maintain distance and not touch staff and their peers where possible.</p> <p>Due to reduced numbers 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 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	Class bubbles will be kept apart, there will be no large gatherings such as assemblies or collective worship with mixed bubbles.	1	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

					<p>Singing, wind and brass playing will not take place within the school</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 though 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>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>
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						<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 avoid creating busy entrances and exits.</p> <p>Each bubble will have staggered drop off and pick up times, rolling breaktime and 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>				
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 with a window open to ensure comfort levels are maintained particularly in occupied spaces.</p>	2	5	5	

						<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>				
Other considerations	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 such as sports, art and science and computer equipment must not be shared between bubbles. They must be cleaned after use, or 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.</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>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> <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>			
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					<p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</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 lunch for all children having school dinners</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>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>Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained where possible (control</p>			
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						<p>measures could include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</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.</p> <p>Staff working from home, where possible.</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>Pupils will be kept in consistent bubbles, sports equipment thoroughly cleaned between each use by different individual bubbles, 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>	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>	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>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 (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).</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>				<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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>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</p>	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>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. 				
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 to</p>	2	5	10	

						<p>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. 	2	5	10	<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>

						<ul style="list-style-type: none"> Do not touch your eyes, nose or mouth if your hands are not clean. 				
Working in the school	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p>	5	5	25	<ul style="list-style-type: none"> Training of staff will be carried out on 05th January 2021, ongoing training will take place as required 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> <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.</p> <p>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing.</p>	1	5	5	
Working in the school	Infection control	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Pupils</p>	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>	2	5	10	

						<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>‘Staying COVID-19 Secure’ poster in place at reception.</p>				
Working in the school	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</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-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>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>			
Hire of school buildings by out of school clubs	Contracting and spreading of infection- Personal Hygiene	Club Organisers and Staff Children Visitors	5	5	25	<p>Following the Government lockdown and stay at home instructions the school will not hire out buildings or equipment and will not be running its breakfast or after school clubs</p>	1	5	5

										coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
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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