

## Coronavirus Covid-19 Risk Assessment ACADEMIC YEAR 2021/2022

Persons involved	SLT Union Representatives Staff Governors	To be sent to all school staff
Date updated	20/04/2022	Version 4



- If you have any questions after reading this document, or think of anything that worries you/ you feel may not have been considered, please speak the Headteacher or another member of the SLT

Risk	Rating	Who is impacted	Success criteria	Control/ Actions – all staff must adhere to these to minimise risk.
National guidelines are not adhered to and/or school lapses in following advice	Medium	Staff, pupils, contractors, visitors, parents and family members	The school has the most recent information from the LA/ PHE/ Govm't, and this is distributed to the school community	<ul style="list-style-type: none"> <li>Headteacher to ensure that regular checks are made with government updates</li> <li>Any change in information to be shared with Chair of Governors (CofG) and disseminated to staff and parents</li> <li>Updated information is shared /added to regularly</li> <li>Pupils updated via assembly/class time as necessary</li> </ul>
Precautionary measures are not being followed in school	Medium	Staff, pupils, contractors, visitors, parents and family members	All pupils and all staff working with pupils are adhering to current advice.	<ul style="list-style-type: none"> <li>Posters around the school including office reception area, staff rooms, class rooms, dining centre, corridors hand sanitising as appropriate (and any other measures to be reintroduced such as social distancing)</li> <li>Teachers to regularly reiterate message in class time: covering your cough or sneeze with a tissue, then throwing the tissue in the marked, lidded pedal bin, avoid touching your eyes, nose and mouth with unwashed hands</li> <li>Coronavirus information communicated regularly to parents</li> <li>Website documents in place and updated accordingly</li> <li>Cleaning Contractor using advice from NHS on the cleaning products that meet necessary standards</li> <li>Cleaning staff: use resources are adequate and are effective against Coronavirus.</li> <li>Premises office/ cleaning staff to ensure that all toilet/bathroom facilities are well stocked and door handles, doors and toilets are cleaned during the day and soap dispensers and paper hand towels are regularly re-filled.</li> <li>Hand sanitiser stations for reception area, staff room, dining centre and entrance area for children provided</li> <li>CO2 monitors to be in use and regularly checked by adults in classrooms</li> </ul>
Poor Communication leading to failure to follow guidelines	Medium	Staff, pupils, contractors, visitors, parents and family members	All staff/pupils aware of current actions and requirements	<ul style="list-style-type: none"> <li>Head Teacher to brief all staff on St Mary's RC Primary School Risk Assessment and related procedures and location of PPE equipment</li> <li>Staff to be issued with Risk Assessment</li> <li>Risk Assessment procedures to be simplified for children by teachers</li> <li>Pupils regularly briefed by adults in class and by the use of posters</li> </ul>

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Travel	Medium	Staff, pupils, contractors, visitors, parents and family members	National guidelines state that pupils must wash hands after any travel on public transport – this is adhered to by all staff leading	<ul style="list-style-type: none"> <li>• Parents advised to continue to use other methods instead of public transport and to walk, cycle, drive with their children to school instead</li> <li>• Rules for masks when traveling on public transport to be adhered to when on trips etc.</li> <li>• Recommendation to use hand sanitizer after travelling on public transport</li> <li>• Staff are advised to take any recommended precautions when using public transport and to use alternative routes to school including cycling and driving</li> </ul>
<p>Staff do not report sickness</p> <p>Staff are unwell but attend School</p> <p>Staff absence increases</p>	High	Staff, pupils, contractors, visitors, parents and family members	<p>National Guidelines: There is no longer any legal obligation to self isolate if a person has symptoms or a positive test for Covid 19. However, it remains PHE guidance for people who feel unwell should stay at home and should not attend work or any education or childcare setting</p>	<p>Head Teacher will:</p> <ul style="list-style-type: none"> <li>• communicate to staff the importance of following national guidelines in Staff Briefings and hand out copies of risk assessment to staff.</li> <li>• remind staff of the sickness policy during any lock down period or staff self-isolation</li> <li>• Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice, <b>although there is now no legal requirement to self isolate following any positive test.</b></li> </ul> <p>In event of teaching staff absence:</p> <ul style="list-style-type: none"> <li>• School will cover absence in house or through supply agency.</li> </ul> <p>The Head Teacher will review this in the event of changing guidelines from DfE.</p> <ul style="list-style-type: none"> <li>• In the event of significant staff absence, the SLT will review the viability of school remaining open.</li> </ul> <p>The Head Teacher will consult with the Chair of Governors/ LA. If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. The Government will not look to close schools. Partially closure may be necessary but only following advice from the LCRC, DfE, Lambeth and PHE</p> <ul style="list-style-type: none"> <li>• If the Head Teacher is unwell, the designated SLT member will lead the school (<b>Mr Rodger for Summer Term</b>)</li> <li>• In the event of a school closure with staff and pupils at home who are not well and still able to access education, work will be set remotely. Pupils will be expected to complete tasks at home.</li> <li>• Any child not able to attend during extended periods of lock down for COVID reasons, is entitled to online curriculum provision.</li> </ul>
Vulnerable children & adults in the school are exposed to illness	High	Most vulnerable (CEV) pupils and staff	School to communicate with vulnerable staff, child'n, Health/care plans updated. School nurse instructions followed	<ul style="list-style-type: none"> <li>• Inclusion Manager to identify the most vulnerable children and staff from current medical information.</li> <li>• Inclusion Manager to contact all families on list above requesting updated health care plans and any detailed advice received from Doctors. Inclusion Manager update plans and distribute to all staff</li> <li>• Staff with existing health conditions or other factors that put them into CEV category will be advised to pay particular attention to social distancing, mask wearing and hygiene. Staff members may choose to wear PPE.</li> <li>• Where children or staff have been advised to shield, the school will not expect them to work on site.</li> </ul>
Child or adult shows symptoms whilst at school	High	Staff, pupils, contractors, visitors, parents and	All staff understand the symptoms of COVID-19 and follow	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent 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 immediately and advised to follow the latest Covid 19 guidance.</li> <li>• <b>For adults - this is to 'try to self isolate and avoid contact with other people for five days and avoiding meeting people at a higher risk from Covid 19 for ten days even if they have had a Covid vaccine. This starts from the day after the test was done.'</b></li> </ul>

		family members	school agreed process Possibility of transmission is limited by adherence to all guidance and risk assessments, use of PPE and training.	<ul style="list-style-type: none"> <li>• <b>For children – this means ‘try to stay at home and avoid contact with other people for three days from the day after the positive test was taken.’</b></li> <li>• <b>All can go back to normal activities if they ‘feel well enough to do so and do not have a high temperature.’</b></li> <li>• Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. <i>Staff can wear a mask a mask in communal areas if they wish to do so.</i></li> <li>• Staff member to go to the <b>isolation room (mezzanine room- half way up staircase)</b> and report remotely to HT or SLT or SBM immediately. Door/ window to the outside to be opened for ventilation. They should then go home.</li> <li>• Isolation room will be thoroughly cleaned after use.</li> <li>• Advice on rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and ties, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive to follow the advice of Health England.</li> <li>• Child is brought to isolation room (mezzanine room) and incident reported to HT/ SLT immediately</li> <li>• Parents asked to collect immediately. Child to stay in isolation room until parent collects. <b>Adult must supervise.</b></li> <li>• If required use a PE mat and blanket for the child – advice is for child to be <u>supervised</u> by an adult – to sit 2 m away – outside the door if possible. If an older child, staff member can sit outside of the room.</li> <li>• A sign to be put on the mezzanine room door to inform staff not to enter the room. Room to be isolated.</li> <li>• Pupil asked to avoid touching people, surfaces or objects and advised to cover their mouth and nose with a disposable tissue or, if not available, cough/ sneeze into crook of their arm and should always wash/sanitise hands</li> <li>• Full PPE must be used when dealing with a child with symptoms</li> <li>• Parents to keep child at home if they have a high temperature or other possible symptoms and to seek advice from NHS 111. HT must be informed.</li> </ul>
<b>There is a confirmed case of coronavirus at school</b>	High	Staff, pupils, contractors, visitors, parents and family members	All staff understand the symptoms of COVID-19 Correct procedures, including the guidance around isolation are followed so transmission is limited.	<ul style="list-style-type: none"> <li>• HT / SLT/ SBM to call PHE immediately if advice required.</li> <li>• Follow any current ‘virus emergency procedure plan’ from PHE</li> <li>• Parents &amp; Staff issued with guidance on checks to undertake before bringing coming to school.</li> <li>• Contractors asked health check questions on arrival.</li> <li>• When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for the recommended number of days – see above.</li> <li>• Staff who are attending an education or childcare setting will be asked to test immediately</li> <li>• If multiple cases/ or individuals with symptoms are detected within the cohort or in the wider setting, Public Health England’s local health protection teams may decide to conduct an investigation and will advise schools and other settings on the most appropriate action to take.</li> <li>• PHE may advised return to class bubbles and most stringent controls. All advice will be taken.</li> <li>• Online learning must be provided for any children isolating at home – see Remote Learning Policy.</li> </ul>
Shortage of staff	low	Pupils	All classes adequately staffed and safe guarding taken into account	<ul style="list-style-type: none"> <li>• In house cover, SLT or agency staff to cover class with support from SLT</li> <li>• Where staff absence is so great that the school cannot function safely, the CoG will be contacted and the school may have to close for a short time.</li> </ul>

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Arrival & Departure	Medium	Staff, pupils, parents and family members	Pupils and staff can leave safely with a reduction in any transmission at a potential bust times	<ul style="list-style-type: none"> <li>Only one person should drop off and collect pupil where possible</li> <li>All children to enter through the main pupil gate between the times of 8:45 and 9:00am. Hands must be sanitised. Children to make their way to class at 8:50.</li> <li>Hand sanitiser to be used at entry and exit points. Child to go to table to sanitise hands and then into class at 8:50.</li> <li>All children to be collected from main playground.</li> <li>All siblings of KS1 children to be sent to Miss Doody in the small playground for 3:20pm so that parents do not need to come to other playground.</li> <li>Nursery children to be dropped off from 8:55am and collected at 3:30pm from Nursery gate.</li> <li>Parents asked to socially distance as far as possible while waiting to collect their child and while in the playground.</li> <li>Parents and staff will receive full information regarding the measures and procedures that will happen in school</li> </ul>
Spread of virus through contact with others	Medium	Children, young people and staff		<ul style="list-style-type: none"> <li>Encourage vaccination.</li> <li>Optional wearing of face coverings by individuals. Staff and learners still wishing to wear face coverings supported to do so. The wearing of face coverings will not be mandatory, but it will remain encouraged in indoor communal areas in line with the workplace guidance.</li> <li>Distancing where possible between adults and adults, adults and pupils where possible in line with the wider societal guidance on physical distancing in schools or on dedicated school transport.</li> <li>Clear signage regarding social distancing</li> <li>Appropriate wearing of PPE based on clear assessment of risk</li> <li>Continued maximising the use of ventilation to reduce the risk of virus transmission.</li> <li>Use CO2 monitoring where appropriate.</li> <li>School day visits and residential stays are permitted in keeping with guidance on school visits and trips</li> </ul>
Early Years (nursery, reception)	Medium	Staff, pupils	Pupils and staff can work safely inside and outside of the nursery.	<ul style="list-style-type: none"> <li>Children with allergies which cause coughing and sneezing – attendance should be discussed with parents</li> <li>More regular washing/ cleaning of equipment must take place</li> <li>Disinfection of all surfaces &amp; equipment must be undertaken regularly</li> <li>Hands must be washed regularly</li> <li>Outdoor play to be encouraged.</li> <li>Staff to carry disinfectant wipes or sanitizing spray to clean handles on discarded equipment (e.g. trikes etc.).</li> <li>Play equipment where hand contact is required and many pupils can use in turn should be wiped regularly.</li> <li>Water play equipment – soapy water to be used. Water to be discarded after each session and equipment cleaned.</li> <li>Sand tray / play equipment – can be used but should be cleaned or removed from use for 48/72 hours regularly</li> <li>Pupils to be supervised to wash hands regularly</li> </ul>

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Competence of any staff wearing PPE	Medium	Staff	Staff know how to use PPE equipm't safely, limiting any risk of transmission	<ul style="list-style-type: none"> <li>Staff are trained in how to correctly put on and take off any PPE equipment required for use with any symptomatic pupil</li> <li>Staff must safely dispose of all PPE equipment used by placing in a black bag which is tied and then within another black bag which is tied. This must be marked for storage and not thrown away until advised. The bag should be left in the isolation room and the HT informed.</li> <li>Staff should inform the SBM of any PPE equipment used and she will supervise its replacement</li> <li>PPE equipment will be available in each classroom.</li> <li></li> </ul>
Emergency evacuation	Medium	All pupils, staff, contractors	Emergency evacuation can take place	<ul style="list-style-type: none"> <li>All staff and pupils must follow the Emergency Fire Procedures</li> <li>Pupils should line up in the allocated fire emergency space</li> </ul>
First Aid & administration of medicines	Medium / high	Staff and pupils	staff protected with PPE as appropriate	<ul style="list-style-type: none"> <li>If first aider needs to get closer to injured party/suspected infection with Coronavirus to assess or treat they are to wear disposable aprons, gloves, face shield as appropriate</li> <li>Basic first aid kits <b>have returned to their usual places</b></li> </ul>
Pupil Behaviour	Low	Staff and pupils	Behaviour ensures appropriate adherence to all outlined measures	<ul style="list-style-type: none"> <li>The school behavior policy has been amended to include new procedures for social distancing and hygiene. These will be shared with pupils.</li> <li>Review risk assessments relating to individual behaviour.</li> <li>Pupils who refuse to adhere to the requirements of social distancing will firstly be spoken to by the adults and the need for it explained. If a pupil continues to show disregard for social distancing rules and procedures, they should be referred to a member of the SLT.</li> <li>Do not send children to another phase as a punishment or ask them to stand outside.</li> <li>Send to SLT member, child should be supervised.</li> </ul>
Kitchen staff absent – lunch no longer available	Medium	Pupils, staff to a lesser degree.	Harrisons shares risk assessment with school	<ul style="list-style-type: none"> <li>Harrisons caterers ensures that precautions are in place for all their staff on site</li> <li>Washing hands, use of sanitiser, wearing gloves and hair nets and uniform</li> <li>Thorough cleaning of kitchen at the end of every service</li> <li>Thorough cleaning of chairs and tables regularly during service.</li> <li>Chef/ manager to ensure the kitchen space and lavatory for staff are being cleaned as appropriate</li> <li>Caterers to inform HT/SBM of any staff sickness &amp; reasons – information to be passed on immediately</li> <li>Harrisons will provide lunch in dining centre for pupils until further notice</li> </ul>
Access/ egress in building	Medium	Staff, pupils, parents	Pupils access/egress in a safe manner	<ul style="list-style-type: none"> <li>Access &amp; egress through common areas to be kept to minimum.</li> <li>External routes to be used whenever practicable.</li> <li>One way systems are in place where internal routes have to be used – in corridors. This must be observed by pupils and staff during busy times.</li> </ul>

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Toilets	Medium	Staff, pupils	Use of toilets is supervised so as to reduce risk of transmission as far as possible.	<ul style="list-style-type: none"> <li>• Where practicable phase groups to be allocated a set of toilets for their sole use during class time</li> <li>• Liquid anti-bacterial soap and paper towels to be provided.</li> <li>• Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/fabric towels out of use, access control etc.)</li> <li>• Staff to supervise toilet time for pupils and limit to one in one out</li> <li>• Staff to adhere to social distancing in toilet and use one in one out system.</li> <li>• Premises office and school staff to ensure there is no water on the floor following handwashing</li> </ul>
Hand to mucous membrane transfer (eyes, nose, mouth)	Medium	Staff, pupils, parents and families	Transmission is reduced by the adherence to proper hygiene routines	<ul style="list-style-type: none"> <li>• Regular hand washing/ sanitising - in particular:</li> <li>• On arrival – sanitising stations will be provided inside the school gates, SLT will monitor and marshal</li> <li>• Before break, after break, before eating, after lunch play time, before donning PPE/after removing PPE, after using the toilets, before leaving school site</li> <li>• Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas</li> </ul>
Surface transfer	Medium	Staff, pupils, parents and families	Transmission is reduced by the adherence to proper hygiene routines	<ul style="list-style-type: none"> <li>• Regular cleaning schedule in place</li> <li>• Cleaning each morning by cleaning contractors</li> <li>• Premises officer regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</li> <li>• Midday classroom desks, chairs and regularly touched areas eg taps, undertaken by cleaning company employee</li> <li>• Thorough cleaning and sanitising will take place before each school day by cleaning contractors and premises officer</li> <li>• The Premises Officer will thoroughly clean toilets and touchable areas throughout the day.</li> <li>• Staff will clean touchable areas within classrooms during the day as necessary.</li> </ul>
Contractors working on site	Low	Staff, pupils	Transmission is reduced - no contact with rest of school / adherence to hygiene and social distancing	<ul style="list-style-type: none"> <li>• Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken during school operational times.</li> <li>• Contractors to give Govs/ HT adequate reassurances regarding risk assessment and social distancing in works area</li> <li>• Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</li> </ul>
Transfer of virus onto/off PPE	High	Staff, pupils	Training plus adherence to order of putting on / taking off limits any possibility of transmission	<ul style="list-style-type: none"> <li>• Wash hands before handling PPE.</li> <li>• Don &amp; remove PPE in specified order – see training posters.</li> <li>• After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</li> <li>• Training for staff required has been given.</li> </ul>
Pupils - extremely clinically vulnerable	High	pupils	These pupils are instructed to not come to school	<ul style="list-style-type: none"> <li>• Those with specified medical conditions which make them CEV to COVID-19 should follow any Government advice</li> <li>• Speak to Inclusion Manager if concerned</li> <li>• Individual risk assessments may be undertaken if deemed necessary.</li> </ul>



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A Child makes a safeguarding disclosure	High	Pupils	Normal safeguarding procedures apply.	<ul style="list-style-type: none"> <li>Follow the school's safeguarding procedures</li> <li>Use the schools online safeguarding system and follow up by speaking to DSL as soon as possible.</li> </ul>
Pupil distress, anxiety and trauma	Medium	Pupils, families	Pupils must feel well supported at school.	<ul style="list-style-type: none"> <li>Teachers should give pupils the opportunity to share their experiences through talking, writing, drawing mediums</li> <li>Time should be given to help pupils process what has happened/ is happening and to understand appropriate to their age and ability</li> <li>Staff should seek the help of the Inclusion Manager/SENCo and/or DSL and/or SLT if they are concerned about a pupil in their care</li> </ul>
Staff distress, anxiety and trauma	Medium	Staff	Staff must feel well supported at school.	<ul style="list-style-type: none"> <li>Staff should read the risk assessments available and carefully follow the procedures set out by the school to minimise risk</li> <li>Staff should inform the HT / SLT if she is not available, if they feel unwell or if there is a medical reason why they cannot be in school.</li> <li>Staff should talk to a member of SLT about any concerns or anxieties they have while they are in school.</li> <li>Staff will be directed to the school counselor or Lambeth Care package for school staff that will be able to help.</li> </ul>
Vulnerable or CEV staff member in school	Medium	Vulnerable staff	Vulnerable staff with underlying health conditions, BAME, 70+ or pregnancy are given additional protection.	<ul style="list-style-type: none"> <li>Adequate supply of hand washing facilities and sanitisers and tissues readily available.</li> <li>Personal protective equipment made available – gloves, masks, aprons etc.</li> <li>Information given on recognising the symptoms.</li> <li>Cleaning and sanitising systems in place, cleaning regimes undertaken regularly during the school day.</li> <li>Social distancing where possible without jeopardising safety and education of children.</li> <li>Headteacher to liaise with all staff reporting for work to request that anyone who is classed as an “Extremely Vulnerable Person” - this includes pregnant women, those with underlying health issues and those who feel their health and ethnicity places them at greater risk - must declare their condition.</li> <li>Staff member to report immediately to Headteacher if they have begun to feel unwell and had any of the virus symptoms. Staff member will be sent home. Headteacher to obtain additional advice from LCRC, PHE,DfE, LA if necessary.</li> </ul>
Spread of infection to pregnant women	Medium	Women	Reduce the risk of virus symptoms for pregnant women	<ul style="list-style-type: none"> <li>All pregnant women who are vaccinated should undergo a risk assessment in the workplace and continue to work if it is safe to do so.</li> <li>Pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk.</li> <li>It is recommended that pregnant women have the vaccine.</li> </ul>

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Hand sanitiser and sanitising spray	Medium	Staff, pupils, contractors, parents	The storage and use of sanitiser spray is under the direction of adults only.	<ul style="list-style-type: none"> <li>• DELIVERY Packaged in free standing bottles. Delivered in single containers. Risk of spillage if the container is dropped. Risk of injury to user if dropped. Take care not to drop the containers. Ensure that the cap is secure at all times. Transfer containers to store immediately following delivery. Items not dispensed to staff must be stored correctly and securely.</li> <li>• STORAGE Containers must be stored upright in a cool, dry storage area. Product must be kept stored in its original container. Highly flammable. Minimal risk of spillage if lids are firmly in place. Lids are not child proof. Keep containers in secure storage areas. Restrict access to storage areas to authorised personnel. Store in a way to avoid heat, flames and other sources of ignition. Use oldest stock first. Make regular checks to ensure that storage area is clean and tidy. Make regular checks to ensure containers are not split or blown.</li> <li>• USAGE Product is dispensed in small quantities directly into the palm of the hands. Product is spread thoroughly over hands and lower forearms and rubbed well until skin is dry. Risk of eye contact. Risk of inhalation. Risk of spillage on to floor. Handle the containers with care. Do not use on hands with cuts and grazes. Keep the product away from the face. Always read manufacturer's instructions prior to use. Ensure that all are aware of location of First Aid facilities and personnel.</li> <li>• DISPOSAL Empty containers must be returned to the Premises Officer, who will dispose of as normal waste. Small amounts of residual product may be flushed with water to sewer. Recycle all containers wherever facilities are available. Small risk of eye contact. Small risk of inhalation. Wash out the container using plenty of water. Do not store any other material in the empty container. Ensure that the container is exhausted before disposal. Ensure that all operatives wear Personal Protective when disposing of containers PPE, Eye protection, gloves</li> </ul>