



OUR LADY CATHOLIC PRIMARY SCHOOL: COVID-19 RISK ASSESSMENT

RISK ASSESSMENT FOR: School activities following COVID 19 outbreak: Returning to school in September 2021, following relaxation of guidance		
Establishment: Our Lady Catholic Primary School (527)	Assessment by: Senior Leadership Team following the guidance of the HCC schools risk assessment model	Previous updates: 13 th July 2020 1 st September 2020 29 th September 2020 5 th October 2020 3 rd January 2021 24 th January 2021 1 st March 2021 21 st May 2021 22 nd July 2021 4 th August 2021 13 th August 2021
Risk assessment number/ref: RA-003.12	Manager Approval: (Richard Curry) (Headteacher)	Date: 31 st August 2021

Rev 003.9 revised to reflect move to Step 4 from July 19th and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Rev 3.10 – 12 include adaptations suggested by H&S Governors and SLT

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Individual risk factors meaning staff / pupils more vulnerable to COVID-19</p> <p>Clinically extremely vulnerable (CEV) pupils and staff</p> <p>Shielding for CEV individuals paused on 1st April 2021.</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Pupils Those CEV pupils unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education.</p> <p>Existing individual health care plans in place for pupils/students to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role (this is no longer deemed necessary for those who have a household member who is CEV) School to discuss arrangements / concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed / suspected cases, LFD testing) and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas / roles where limiting close contact is easier.</p> <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>Asymptomatic testing (LFD testing) Testing remains voluntary but strongly encouraged. Over the summer staff continue to test regularly (x2 weekly) if attending school.</p>	<p>The majority of CEV pupils will no longer be considered as CEV according to Government guidance</p> <p>Review all health care plans</p> <p>From 1st April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home.</p> <p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) it is strongly recommended that Schools contact their HR Advisor.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021</p> <p>Encourage vaccine take up (both doses)</p>	<p>JM</p> <p>RC</p> <p>SLT to complete RA for any CEV staff (none at present)</p> <p>All staff</p> <p>All staff</p>	<p>01 Sep 21</p> <p>01 Sep 21</p> <p>1st Sep 21</p> <p>Ongoing</p> <p>2 x weekly</p>	

School occupants coming into contact with those with Coronavirus symptoms	Staff, Students / pupils / wider contacts	School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.	Return to school newsletter makes expectations clear	RC	31.08.21	
	Spread of COVID 19	These expectations have been communicated to all.	Briefing notes for staff	RC	01.09.21	
		Arrangements in place to ensure symptomatic staff / pupils do not return until isolation period has passed or negative test result confirmed.		SLT	Ongoing	
		No symptomatic individuals to present on site.		SLT	Ongoing	
		In the event of a suspected case whilst working on site Ensure SLT / Head are notified.		All staff	Ongoing	
School occupants coming into contact with those with Coronavirus symptoms		Individual goes home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area away from others (2M), open a window for ventilation) and self-isolate.		SLT	Ongoing	
	Staff, Students / pupils / wider contacts	School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask, type IIR) if close contact is necessary. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask (type IIR), disposable apron and gloves.		All staff	Ongoing	
	Spread of COVID 19	Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.		All staff	Ongoing	
		<i>From Government Guidance:</i> <i>"In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice." This decision will rest with the Headteacher.</i>		RC	31.08.21	
		Anyone who has had contact with those with symptoms to wash hands thoroughly.		All staff/ children	Ongoing	
		All areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)		SK/SLT (if SK unavailable)	As required	
		Pupils, staff and other adults should follow public health advice on When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)		All staff/ children	Ongoing	
		Testing Staff / pupils who develop symptoms should be PCR tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get	Staff/pupils who are tested for Covid-19 informschool of result and date of test.	All staff/ children	As required	

		<p>tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Schools were initially provided with 10 PCR home testing kits which can be provided in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. See https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fee-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Confirmatory PCR tests Staff with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Positive case in school setting Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol / flowchart for schools</p>	<p>A positive PCR test will still require self-isolation regardless of vaccination status or age.</p> <p>Additional PCR kits able to be ordered via https://request-testing.test-for-coronavirus.service.gov.uk/</p>	SLT	As required	
				All staff	As required	
				All staff/ children	As required	

		https://thegrid.org.uk/covid-19/key-documents-for-schools COVID.EYSEducation@hertfordshire.gov.uk From 19 th July NHS T&T will undertake contact tracing Asymptomatic testing (LFD testing) Testing remains voluntary but strongly encouraged. Over the summer staff and secondary age students continue to test regularly (x2 weekly) if attending school. Primary age pupils are not tested with LFDs School staff should keep on testing twice a week even if fully vaccinated. See separate Lateral flow testing risk assessment Confirmed outbreak and case management – Contingency Planning If there is a confirmed outbreak or the need to prevent the spread where there are a number of cases, the school will follow the advice of the LA and PH officials in implementing a Contingency Plan . This could involve the temporary reinstatement of control measures such as bubbles, masks or social distancing and could involve the isolation of groups of pupils and staff.	<p>From 16th August 2021 all under 18's and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case. However, the school will positively support families and staff who decide to isolate even if they are exempt following a member of their household receiving a positive test. This procedure will be reviewed fortnightly based upon local context and professional advice.</p> <p>Close contacts should take a PCR test (national advice) and isolate at least until negative results are received (school protocol)</p> <p>Registers are marked as Covid related to ensure that an early return is not possible</p> <p>HCC contingency plan will be implemented when thresholds are met.</p>	Admin team	Daily	
				Admin team	Daily	
				SLT	01 Sep 21	
				All staff/ children	As required	
				Office staff	Ongoing	
				SLT/GB	As required	
General Transmission of COVID-19 Ineffective hygiene protocols	Staff, Students / pupils / wider contacts Spread of COVID 19	Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this. Alcohol hand sanitiser used in addition where required. Review existing levels / location of hand sanitiser stations. Provided at reception / entrance/exit points; student entrance /reception. Additional hand sanitiser in circulation spaces / classrooms where required.	Soap levels checked daily Sanitiser replenished daily	SK SK All staff/ children	Ongoing Ongoing Ongoing	

		<p>Build use into routines staff and pupil routines e.g. on arrival, when returning from breaks, when changing rooms, before / after eating.</p> <p>Site staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message reinforced.</p> <p>Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. (lidded bins in classrooms / other locations for disposal of tissues and other waste)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p>	<p>Sanitiser bottles available in class. Class personnel check daily and replenish as required</p> <p>Mobile sanitising stations positioned at key entrance to the buildings</p> <p>Sanitising stations cleaned daily</p>	<p>SL</p> <p>SK/SLT</p> <p>SK</p> <p>All staff</p> <p>All staff/children</p> <p>All staff/children</p>	<p>31 Aug 21</p> <p>Ongoing</p> <p>Daily</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
<p>General Transmission of COVID-19</p> <p>Ineffective cleaning</p> <p>High Contact points</p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, table / desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff.</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing measures and their schedule / methods for cleaning the school site.</p> <p>In the event of a suspected case / confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area: Cleaning staff to:</p> <ul style="list-style-type: none"> Wear disposable gloves and apron Wear a fluid resistant surgical mask (Type IIR) if splashing likely 	<p>Local kits maintained in each area. Checked by SK.</p>	<p>SK/Cleaners</p> <p>SK/Cleaners</p> <p>SK/Cleaners</p> <p>SK</p> <p>SK/Cleaners</p> <p>Office staff</p> <p>SK/SLT</p> <p>SK/Cleaners</p>	<p>Ongoing</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>Ongoing</p> <p>Regularly reviewed</p> <p>As required</p> <p>As required</p>	

		<ul style="list-style-type: none"> Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>		Staff responsible	As required	
				Staff responsible	As required	
Poorly ventilated spaces and use of CO2 monitoring equipment	Staff, Students / pupils / wider contacts	Occupied rooms to be kept as well ventilated as possible (by opening external windows / doors) or via mechanical ventilation systems. There is no need to adjust mechanical air ventilation systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance (v4 Oct 20)		All staff	Daily	
	Spread of COVID 19	In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between classes, during breaks etc. to purge the air in the space. Use heating / additional layers of clothing to maintain comfortable temperatures.	Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All staff	Ongoing	
		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		All staff	Ongoing	
		Identify any poorly ventilated areas and take steps to improve. A CO2 monitor can help identify if the space is poorly ventilated (CO2 levels of between 800-1000ppm are indicative of a well-ventilated room.) CO2 measurements should be used as a broad guide to ventilation within a space rather than treating them as 'safe thresholds'. Outdoor levels are around 400ppm and indoors a consistent CO2 value less than 800ppm is likely to indicate that a space is well ventilated. An average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. You should take action to improve ventilation where CO2 readings are consistently higher than 1500ppm	Explore possibility of purchasing CO2 monitors to place in each classroom and any shared areas to monitor CO2 levels. Protocol to be established and communicated for readings indicating poor ventilation	SLT	01 Sep 21	
		However, where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercising), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended	Communicate with staff how the CO2 monitors will be used	RC	When purchased	
			All staff ensure that monitors are charged at the end of the day and that charging leads remain in the monitor so that they are not lost.			
General Transmission of COVID-19	Staff, Students / pupils / wider contacts	<u>Reducing foot traffic on site at key times</u> A flexible start and end to the day will allow for a 15 minute drop off / collection period	School outbreak management plan to include possibility that it may become necessary to reintroduce 'bubbles' and to reintroduce a staggered drop off collection for a temporary period, to reduce mixing between groups	All staff	02 Sep 21	
	Spread of COVID 19	<u>Breaktimes</u> Although bubble system not in operation, the number of pupils in each area at break and lunchtimes will be risk assessed, where possible allowing for less mixing and increased space. Break times will be staggered wherever possible.		SLT	02 Sep 21	

	<p><u>Dining room</u> Returns to normal full use (in KS1 hall) with rigorous hand hygiene in place and increased cleaning Full ventilation & CO2 monitor positioned and monitored.</p> <p><u>Assemblies</u> Assemblies will remain virtual initially. Where more than one year groups is sharing the hall for any event this must be risk assessed prior to the event and authorised by a member of the SLT. A KS gathering indoors is possible but must be authorised by the headteacher following a full risk assessment. These events will be KS based in a fully ventilated hall. Larger events may occur outdoors.</p> <p><u>Meetings</u> Hybrid approach to meetings/parents evenings etc. with use of virtual platforms where appropriate.</p> <p><u>Staff room</u> We will continue to have two staffrooms but no restrictions on usage. Staff must best responsible in their social distancing and mask wearing of social distancing is not possible. Staggered break times and the lunch supervision schedule should reduce the numbers in the staff room at any one time. This will be reviewed on a regular basis. The staff room must remain well ventilated in all weathers.</p> <p><u>Face coverings</u> Any individuals who continues to choose to wear face coverings should be supported to do so. All staff will wear face coverings in indoor communal areas (e.g. corridors, hall). Any visitor to the school (parents, guests, specialist teachers, supply teachers, advisors, etc.) are asked to wear a mask in communal areas and when visiting classrooms. Those wearing face coverings should clean hands before and after touching –including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Face coverings should still be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p>	<p>In the event of an outbreak the wearing of face coverings may be required to be re-introduced in classrooms/communal areas.</p> <p>In the event of an outbreak or significant changes in figures locally, assemblies, dining and recreational arrangements will be reviewed.</p> <p>Staff to be aware of need for increased hygiene measures and full ventilation.</p> <p>When parents or visitors are invited into school, they will be asked to wear face masks.</p> <p>Staff working in close contact with children will be asked to wear face coverings.</p> <p>Face coverings could be reintroduced more widely at any point for individual classes based upon local circumstances.</p>	<p>All staff</p> <p>All staff</p> <p>All staff/parents</p> <p>All staff</p> <p>All staff/parents</p> <p>All staff/parents</p>	<p>02 Sep 21</p> <p>02 Sep 21</p> <p>01 Sep 21</p> <p>01 Sep 21</p> <p>01 Sep 21</p> <p>01 Sep 21</p>	
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General Transmission of COVID-19 wider use of school by 3rd parties / beyond school day	Staff, Students / pupils / wider contacts Spread of COVID 19	Hiring and lettings Risk assessments on use required from provider. No set restrictions on indoor / outdoor capacity limits beyond what the school chooses to impose. Supplementary conditions of hire in place for COVID see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related Room layouts and areas able to be accessed agreed with hirer. Time of hire avoids any unnecessary mixing with members of the school community.	Hirings / lettings to be reviewed in line with national advice and relaxation of restrictions. See also Sport England FAQs on return of sport	SLT/GB	As required	
		Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided. Consider how well ventilated the hired space is and if this can be improved, for example by opening windows / doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc. All areas used, particularly touch surfaces are cleaned before / after use / before occupation by school. Record should be kept of all visitors / lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement). Schools are not expected to create NHS QR code posters for their normal day to day operations. In the event of a subsequent positive case returned by a hirer / member of a 3 rd party group ensure there is a process in place to notify the school. Breakfast and afterschool clubs – risk assessments on delivery required from providers. See protective measures for holiday and after school clubs, and other out of school settings Performances Audiences indoor / outdoor are permitted but such events must be risk assessed separately and signed off by a member of SLT (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).	The hiring party is required to maintain the school's Covid secure measures in relation to ventilation of the space and must ensure that all users are non-symptomatic. Hiring party must maintain their own register of attendees in order to aid track and trace Parents are not permitted to be inside the building during any clubs. It is the hirer's responsibility to ensure that this is adhered to.	SK SLT SK/Cleaners/ Hiring company SLT/Office SLT/Office SLT	As required As required Ongoing Ongoing Ongoing Ongoing	

Access to & egress from site	Staff, Students / pupils / wider contacts	Visitors Ensure all visitors / building users are aware of school's expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. All visitors will be required to wear masks in indoor communal areas and classrooms.	Visitors to the site will wear a face covering unless not wearing one has been authorised by the headteacher.	All visitors	Ongoing	
	Spread of COVID 19	Volunteers, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.		SLT/Office	Ongoing	
		Where visits can happen outside of school hours, they should. No longer a requirement to collect contact details but this will support NHS Test and Trace. Check in by providing an NHS QR code poster , or alternate method for recording and securely storing names and contact details.		SLT	Ongoing	
		Signage in reception regarding good hygiene. Use of Perspex screens for open receptions One glass panel returned to main reception window (ventilation either side) Limit numbers of visitors permitted in main reception lobby – signage to indicate	SL investigate measures for protection of front desk in reception	Office	Ongoing	

Curriculum activities		<p>PE / school sport No restrictions on how many people can take part in sport indoors / outdoors. No set restrictions on activities – continue to follow relevant National Governing Bodies guidance.</p> <p>Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport).</p> <p>Since 12th April indoor competition between different schools has been permissible. See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England. See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p>Music Singing and wind / brass instruments No limits on the number of people who can sing indoors or outdoors. However there remains an increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space.</p> <p>Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (school Hall) for larger groups. Encouraging the use of outside space where practical</p> <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. http://www.hertsmusicservice.org.uk/schools-covid-update/</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap.</p> <p>Domestic residential visits able to take place since 17th May. Off site visits risk assessment to be undertaken and include IPC measures.</p>	All such fixtures (indoors and outdoors) will be subject to local risk assessment and context of cases locally. There may be periods of time where fixtures remain restricted.	All staff	02 Sep 21	
				DA/PS	02 Sep 21	
				All staff	02 Sep 21	
				All staff	02 Sep 21	
				FM/GW	02 Sep 21	
				All staff	02 Sep 21	
			Travel list (and broader international travel policy) is subject to change, contingency plans required	DA/JL	02 Sep 21	
Canteen use / lunchtimes	Staff, Students / pupils / wider contacts	Reinforce handwashing prior to eating food.		All staff	Ongoing	
		Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.		All staff/ SMSAs	Ongoing	
	Spread of COVID 19	<p>Canteen use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p>		HfL Catering staff	Ongoing	

Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	School and any on site contractors (Catering, cleaning, FM provider etc.) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site. Agree approach to scheduled / ongoing building works. Where works can be conducted outside of the school day they should be. School to seek confirmation of the contractor's method statement / risk assessment.		SLT/ Contractors	As required	
				Contractors	Ongoing	
				Staff/ Contractors	Ongoing	
				Contractors	Ongoing	
				SLT/ Contractors	As required	
				Office	As required	
Provision of first aid	Staff, Students / pupils / wider contacts Spread of COVID 19	Where reasonable physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. Wash hands before / after treatment. Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care (instructions are displayed in each trolley). Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'. First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK		All staff	As required	
				First Aiders	As required	
				First Aiders	02 Sep 21	

Provision of personal care	Staff, Students / pupils / wider contacts	Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield / visor) should be worn.) Face visors or shields should not be worn as an alternative to face coverings. Ensure any reusable PPE such as face visors are cleaned after use.		SLT/Office	02 Sep 21	
	Spread of COVID 19	Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.		All staff	Ongoing	
		If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.		All staff	As required	
Premises safety	Staff, Students / pupils	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational		SK/ H&S LG	Ongoing	
	Wider safeguarding / safety risks	Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown / in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.		SK	Weekly	
		Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)		SK	Ongoing	
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts	All staff consulted on plans and risk assessment.		RC	01 Sep 21	
		Parents/ carers and pupils informed of measures in place to protect them		RC	31 Aug 21	
		Posters will be displayed in the reception, welfare areas and in suitable places around site.		RC	02 Sep 21	
	Spread of COVID 19	Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.		RC/SLT	01 Sep 21	
		Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk.		SLT/Office	Ongoing	

Staffing levels	Staff, Students / pupils	Dynamic decisions on staffing levels made dependent on numbers / needs of pupils present in school.	Local operational decisions on partial closure / closure to be made in event of insufficient available staff to supervise pupils. With a move to remote learning in such circumstances for those pupils affected.	SLT/CoG	As required	
	Spread of COVID 19	Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)		SLT/CoG	As required	
	Wider safeguarding / safety risks	Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.		SLT	As required	

Relevant links

Guidance for educational settings <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID operational guidance
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Contingency Framework <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Guidance on ventilation & the use of CO2 monitors

[Identifying poorly ventilated areas and using CO2 monitors \(hse.gov.uk\)](#)

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive / symptomatic case on site

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults <https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and trace <https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Return to Recreational team sport framework <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees [Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

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