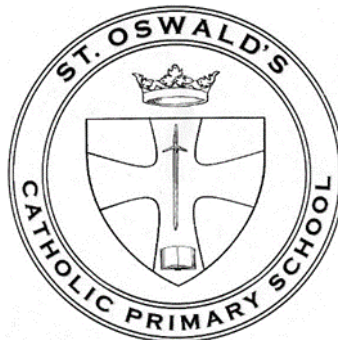


Risk Assessment



A	Date: 03/03/22	School: St Oswald's Catholic Primary School	Team:	Location:
	Review Date: 13/04/22	Ref:	Assessor:	Head Teacher: Mrs M Walsh

B	Assessment of Risk for: Covid 19
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
Ser N°				
1	COVID-: General	Staff Pupils Visitors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the viruses. There is adequate supervision, where required, to ensure procedures are correctly adhered to. Staff absence may be an additional risk to business continuity.	LOW

		Contractors	<p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance. There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p> <p>National guidance has been changed so adults and children can take two LFD tests on consecutive days from day 5. If both tests are negative and there is no high temperature, isolation can end. LFD must be reported using the NHS reporting service.</p> <p>Managers must review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress • Individual pupil assessments <p>School will follow guidance for pregnant employees, putting in place a recommended RA and discussing with H&S and employee.</p> <p>Manager to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 • Gov.uk Public Health England https://www.gov.uk/government/organisations/public-health-england • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools COVID-19 • Government publication COVID-19: cleaning in non-healthcare settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (COVID-19) • Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	
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			<p>Due to the changing advice on COVID, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Face coverings do not have to be routinely worn.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> Disposable half face mask Disposable gloves Disposable aprons Where personal care is to be provided eye protection/surgical face mask <p>All used PPE after contact with a potential positive, should be double bagged and disposed of appropriately</p> <p>All staff informed that hands should be washed regularly and hand gel applied, as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance. This should be stringently applied and be part of the usual routine.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc.</p>	
2	COVID-19; General school environment	Staff	Parents will be allowed onto the yards, children will be dismissed to their families.	LOW

		<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All parents and visitors essential to the running of school will not be encouraged to wear face coverings any more. If staff feel that they would not feel comfortable meeting a parent/visitor who will not wear a face mask, then a virtual meeting will be arranged.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Ventilation is vitally important; windows and doors should be opened when safe to do so. Rooms should be regularly aired fully when children are not accessing them. CO2 monitors are situated in areas around school, these should be checked regularly, if the level goes into the red zone, doors and windows should be opened.</p> <p>Poorly ventilated areas should be identified and used less than ventilated areas.</p> <p>Senior leadership to have regular oversight of ventilation to ensure areas are well ventilated.</p> <p>Ventilation should be balanced with maintaining a comfortable working temperature.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Corridors, walkways and staircases have markings laid out to indicate side to walk on (two-way traffic).</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Corridors • Staff rooms • Toilets • Changing areas 	
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			<p>Water fountains should only be used with refillable bottles.</p> <p>Classes with covid outbreaks as defined by gov, should not mix with any other class except for in outside spaces.</p>	
3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Windows will be opened, to encourage as much natural ventilation as possible.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones should not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for school use only, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	
4	COVID-19: Meetings	Staff Pupils Visitors Contractors	<p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p>	
5	COVID: Classrooms	Staff Pupils	<p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p>	

			Classrooms should be aired thoroughly when empty e.g. opening windows fully.	
6	COVID: Dining areas	Staff Pupils	<p>Variations on playtimes and lunchtimes restrict the number of children in halls and on yards.</p> <p>Classes with outbreaks management plans will have separate eating arrangements.</p> <p>Dining room tables and chairs should be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	
7	COVID; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p>	
8	COVID-19; Ventilation	Staff Pupils Visitors Contractors	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p>	

			CO2 monitors will be monitored in accordance with manufacturer's instructions.	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/organise a PCR test and follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary. A covid cleaning box containing full PPE will be available in each isolation room</p> <p>Children and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. If any symptoms arise, they should order a PCR test and isolate until the results come through.</p> <p>When a child is self isolating after having covid symptoms or awaiting results they will receive an X code. If they have a confirmed case of covid then they should be recorded as an I (illness)</p> <p>Staff who have been a close contact with a positive contact will be advised to do daily LFT and record result to protect colleagues.</p> <p>Staff encouraged to accept recommended vaccinations to protect colleagues.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Symptomatic staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result.</p> <p>Both Symptomatic and asymptomatic positives can test to release on day 5 and 6 and be released if negative. Any two consecutive negatives after day 6 can lead to release.</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p>	

10	COVID-19; Outbreaks	Staff Pupils Visitors Contractors	<p>Schools has an outbreak management plan and all previous social distancing controls may be reintroduced locally due to a raised COVID or Omicron cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	
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Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Covid virus: General	<p>Staff offered support for wellbeing through their SLT conversations, signposted to routes to external support offered. Being proactive - making time to talk to staff about how they are feeling</p> <ul style="list-style-type: none"> • Encourage openness and honest conversations • Putting support in place for staff and ensuring it is available to everyone • Supporting and strengthening relationships between colleagues and teams • Ensuring we have robust policies in place to support staff wellbeing which are endorsed by governors • Formulating a toolkit of resources to support staff wellbeing including a supervision model for staff in school. <p>Children's wellbeing supported through staff lessons, discussions, following additional external routes to support re CAHMS, Seedlings etc.</p> <ul style="list-style-type: none"> • Ensure all staff have links to Padlet resources. • Bereavement counselling available. 	SLT FLOs	Reviewed at appropriate term dates	

January 2022

	Covid 19 distribution of food during lockdown.	Foodbank Fairshare food distribution, will be spaced throughout the day by appointment. Adults will not come into the main school site, bags of food will be distributed via junior back gate.	BM FLOs	Reviewed Easter 22	
	Management of outbreak	Classes or year groups with emergency management systems will have an online form for parents to report daily lateral flow testing. Families of positive cases will be advised to complete daily lateral flows.	SLT	Reviewed April 22	
	Absence of staff causing problems for school continuity of teaching	Staff already in school should be deployed so that all classes have adults teaching them, this includes changing roles. Agency supply staff brought in when necessary. Classes joined together if safe to do so. Last resort remote teaching.	SLT	Reviewed end of April 22	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: <i>M P Walsh</i></p> <p>Date: 03/03/22</p> <p><i>Please note an electronic signature will suffice.</i></p>
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