

<b>MASTER Risk Assessment</b>
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<b>Location / Site</b>	Insert location and site where activity taking place
St Mary's Catholic Primary School, Newcastle – under – Lyme, Staffordshire	
<b>Activity / Procedure</b>	Insert name/type of activity or procedure being assessed
Opening of the school September 2021 – LIVE DOCUMENT	
<b>Assessment date</b>	Insert date when assessment is being carried out
25/8/21 - To be updated regularly	
<b>Assessment serial number</b>	Insert local serial/identification number for future reference

<b>Identify people at risk</b>	YES or NO
<b>Employees</b>	<b>YES</b>
<b>Children</b>	<b>YES</b>
<b>Visitors</b>	<b>YES</b>
<b>Contractors</b>	<b>Yes</b>

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young

\_\_\_\_\_ **PRIMARY SCHOOL HEALTH & SAFETY**

people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Red texts are control measures from Government Guidance:

- Coronavirus (COVID-19); implementing protective measures in education and childcare settings updated 7<sup>th</sup> August 2020
- Restricting attendance during the national lockdown:schools January 2021 and further updated from Restricting attendance during the national lockdown:schools February 2021,
- Schools coronavirus (COVID-19) operational guidance May 2021
- Schools Covid 19 Operational Guidance 17<sup>th</sup> August 2021
- Actions for schools during the coronavirus outbreak 2<sup>nd</sup> January 2022

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus			
<b><u>Existing level of risk</u></b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. Classrooms therefore will not be organised to prioritise the management of class bubbles. However in line with government guidance, should there be a substantial increase in the number of positive cases in the school and in liaison with a director of public 'step up' measures would be put into place.</p>			
<b><u>Remaining level of risk</u></b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Toilet use to be supervised by a member of staff assigned to each class bubble to assure social distancing and good level of hygiene – <b>20 seconds</b> hand wash and flushing of the toilet.</li> <li>2. Children to use their allocated toilet block for their class -, children in Years 3/4 toilets to be used for Lower Key Stage 2 children , Y5/6 toilets to be used for Upper Key Stage 2 children and KS1 toilets to be used for Years 1/2. Staff to supervise the volume of children using each toilet block.</li> <li>3. Soap used from the soap sensor when washing hands after toilet use and paper towels and tissues to be discarded in a lidded bin (bins to be double bagged).</li> <li>4. Extra Signs in toilet re washing hands- Government guidance posters.</li> <li>5. Maintain stock levels of soap and consumable to ensure the maintenance of good hygiene levels</li> <li>6. Staff to clean the toilet they use before and after use, using the cleaning products and resources available in each staff toilet.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Vigilance of children and adults entering the school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19</li> <li>2. Should a parent report that a child has symptoms of COVID 19 parents will be informed not to send their children to school and asked to book a PCR test.</li> </ol>			

3. If a member of staff reports that they have symptoms of COVID 19 they will be asked not to report to work and to book a PCR test
4. If on arrival staff assess that a child has symptoms of the virus then the child's temperature will be taken, staff will wear PPE on taking the child's temperature. A member of staff will contact the parents and ask them to collect their child and arrange a PCR test.
5. All member of staff are encouraged to carry out LFDs twice a week (Sunday and Wednesday evenings).
6. If a member of staff develops symptoms of the virus whilst a work they will be ask to return home to arrange for a PCR test.
7. If a parent or member of staff reports a positive LFD they will be asked to arrange PCR test within 2 days.
8. Any child or member of staff who tests positive for the virus will be asked to [follow the PHE stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
9. When dropping off and collecting their children, parents will be encouraged to social distance and to wear a face mask. They will drop off and collect their children at a specific exit/entry point and make use of the one-way system to exit the school or where the layout of the school doe not allow for this, they will be asked to give way to parents who are entering/exiting in the opposite direction.
10. A member of staff will be present at each drop off point.
11. Allocated main door at the Silverdale road side of the KS2 corridor for Years 3 and 4 children to arrive and leave from, the main door from the Stanier Street side of the KS2 corridor for Years 5 and 6 children to enter, the Silverdale road side of the KS1 corridor for Year 1 and Year 2 children, the usual Reception door for Reception children and the usual Nursery door for the Nursery children. Children with additional needs will use the main reception area.
12. As part of the prevention measure 2) **clean hands more often than usual**, hand sanitiser station to be provided at each drop off point and all children to use. Hand sanitiser and soap is in every classroom and will also be made available on arrival
13. Pupils must tell a member of staff immediately if they feel unwell.
14. Staff members must tell the headteacher immediately if they begin that they feel unwell and suspect that they have symptoms of COVID-19. The headteacher must be informed if a member of staff takes a COVID-19 test.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</b> Therefore the staggering of the use of the hall and playgrounds will not be in place from September 2021. However this measure will be under daily review and is subject to modifications, especially in the event of a substantial increase in the number of positive cases. In such an instance the headteacher would liaise closely with the local outbreak team and follow any advice to step up control measures. .</li> <li>Should a child report that they have symptoms of the virus during lunchtime then the member of staff should isolate the child and parents will be contacted to collect the child from school and arrange a PCR test.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>All kitchens are expected to be fully open from the start of the autumn term and normal legal requirements to apply about provision of food to all pupils who want it.</b> Therefore normal operation of the kitchen will resume. The kitchen will comply with the guidance for food business (COVID-19) <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li><b>The school will follow the guidance set out in the <a href="#">Providing school meals during the coronavirus (COVID-19) outbreak</a> updated 28th June</b></li> </ol>			

3. All children will clean their hands before and after eating their lunch. Children will have the opportunity to visit the toilet before lunch and hand sanitiser will be available on exit from the hall.
4. Ensure good stock levels of disinfectant are maintained so that lunch tables can be regularly cleaned.
5. As advised **opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.** The hall will be well ventilated during assemblies and the serving of lunch by opening the windows and/or doors to create a throughput of air
6. Ensure good levels of stock of washing up liquid and dishwasher tablets. Tea towels to be washed in the washing machine after each use if disposable paper towels are not used.
7. Staff to clean all surfaces with disinfectant after use.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</b> Children will be encouraged to move around the school by travelling along the corridors on the left hand side and to maintain single file.</li> <li>Classes moving around the school to other learning spaces such as the music room, IT Suite or the hall will be supervised by an adult, who will ensure children travel on the left and in single file.</li> <li>During lesson time there will be one child going to toilet at one time with non-teaching adult supervising.</li> <li>Messages to office via classroom telephones.</li> <li>Staff use empty classrooms and alcoves to maximise the distance between each other.</li> <li><b>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</b></li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Contact of shared resources</b> and processes to follow should a child or member of staff display symptoms of the virus or test positive.			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>Equipment and resources are integral to education and schools.</b></li> <li><b>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items and are not shared.</b> Children will be provided with their own stationery, labelled with their name on.</li> </ol>			



3. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly along with all frequently touched surfaces using standard cleaning products such as bleach and disinfectant.
4. Daily used subject resources for individuals if needed – maths cubes etc will be retained on pupil's desks.
5. Resources washed in soap then left in disinfectant solution each night and left to dry if not same person using them the next day
6. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubble, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
7. Tables, door handles and other surfaces will be cleaned regularly with disinfectant solution.
8. Plastic packets A4 sleeves bags will be used for pupils' individual resources, they will be name labelled and remain on the pupil's desk.
9. It is recommended that children limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed in school.
10. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
11. Children to be encouraged to wash hands / use hand gel before lessons and after each lesson  
Children will inform a member of staff immediately if they are feeling unwell, this will form part of the behaviour charter.
12. Retake the temperature of the child and sent home along with their siblings.
13. If a child is displaying signs that they have symptoms of the COVID-19 virus, that is
14. a high temperature
15. a new, continuous cough
16. a loss or change to your sense of smell or taste  
then they are to be sent home and advised to follow [arrange to have a test \(PCR TEST\)](#). If the PCR test is positive then the child will need to isolate for 10 days from the onset of the symptoms. Members of the household will be advised to follow the latest government self- isolation advise When to self-isolate and what to do:

When you do not need to self-isolate

17. If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:  
you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
18. you're under 18 years, 6 months old
19. you're taking part or have taken part in a COVID-19 vaccine trial
20. you're not able to get vaccinated for medical reasons
21. Even if you do not have symptoms, you should still:
22. get a [PCR test on GOV.UK](#) to check if you have COVID-19
23. follow advice on [how to avoid catching and spreading COVID-19](#)
24. consider limiting contact with [people who are at higher risk from COVID-19](#)
25. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left. 13 The household (including any

siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

26. If the unwell child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.
27. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.
28. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
29. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
30. We will ask parents and staff to inform us immediately of the results of a test:
31. We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. We understand that this team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
32. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
33. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:
  - fully vaccinated adults – people who have had 2 doses of an approved vaccine
  - all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
  - people who are not able to get vaccinated for medical reasons
  - people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine
 Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. All pupils must attend school. However some pupils may be anxious about their return to school, such as those who are living in a household with someone who is shielding or those who are BAME. We will encourage those who are anxious to discuss their concerns and provide reassurance of the measure which have been put into place to reduce the risk.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - ‘shielding’ guidance for children and young people</a>. Such parents and pupils will understandably be more anxious about the return to school. The SENDCO/ with the FSW to meet/discuss concerns or necessary adjustments with any identified children and their parents, especially those with health care plans.</p> <p>2. Children to discuss any concerns with their class teacher and LSA.</p> <p>3. Teachers will be carrying out the Recovery Curriculum which focuses on providing pastoral support for children with an emphasis on discussion times and outdoor learning.</p> <p>4. Engage our Family Support Worker with the children who teachers identify as suffering with anxiety.</p> <p>5. Share/Talk time opportunities planned within the day to support children’s well-being.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Emotional distress of the staff – including anxiety</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	

1. Inclusion in risk assessment process – input into hazard identification and control measures
2. All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
3. The clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.
4. While in school they and all staff should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene.
5. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school.
6. .Sharing of support helplines – Adam Parkes (<https://takingofftheface.org/>) and 1:1 session will be made available to all staff and useful websites such as <https://www.mind.org.uk/> or if necessary, advise to visit their GP.
7. .At least one SLT member of staff on site every day for staff to share concerns with and the two Wellbeing Champions.
8. .Risk assessments will be reviewed regularly.
9. Planned time for planning and preparation will be in place each week as will management time for SLT.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Whether individual risk assessments are used to help plan or not, schools should, in the spirit of coproduction, contact parents and involve them in planning for their child’s return to their school from the start of the autumn term. SENDCO to meet/discuss concerns or necessary adjustment with any identified children and their parents.</li> <li>2. SENDCO to seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</li> <li>3. Face masks are available in all classrooms.</li> <li>4. Disposable aprons are available in all classrooms.</li> <li>5. Disposable gloves are available in all classrooms.</li> <li>6. Rubber gloves for cleaning are on order.</li> </ol>			

7. Reduced timetable / exclusion / inclusion and isolation considered if necessary if children are acting in a way which puts staff or other children at risk  
Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”
8. SENDCO/INCLUSION to add an appendix to include children’s charter for behaviour expectations.
9. Behaviour charter to be shared and then developed with children daily for the first week and then referred to throughout the week.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.</li> <li>2. Children will clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>3. The school has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly. Staff to inform the PAM of their classroom stock level. Hand gel dispenser are inside of all classrooms and at key points around the school, hand gel will be ordered in large quantities and extra washing up liquid ordered. Any staff member who notices that a hand sanitiser needs to be refilled must refill the handsanitiser or notify a member of the office staff.</li> <li>4. Staff will supervise the use of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>5. Such hygiene routines will be part of school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them. Such routines will form a significant part of the behaviour charter. Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. Washing hands posters are placed in all washing areas and reminders how to wash hands properly – posters and child friendly videos such as <a href="https://www.youtube.com/watch?v=S9VjeIWLnEg">https://www.youtube.com/watch?v=S9VjeIWLnEg</a>. Procedure agreed for children to wash hands so thorough hand washing takes place as part of the behaviour charter work with the children.</li> <li>6. Other resources will be order in large quantities and available in each classroom-Disposable gloves, disinfectant wipes, lidded bins, tissues, disposable paper towels and washing up liquid.</li> <li>7. Door handles to be frequently cleaned with disinfectant as will children’s desks and windows will be open in all classrooms and all used rooms for ventilation.</li> <li>8. The ‘catch it, bin it, kill it’ approach continues to be very important; we will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex</li> </ol>			

needs are helped to get this right, and all pupils understand that this is now part of how school operates. The [e-Bug coronavirus \(COVID-19\) website](#) are displayed in each classroom.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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**Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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1. A cleaning schedule is in place that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms and shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal
2. All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant solution.
3. PPE will be worn by all cleaning staff - disposable gloves and aprons.
4. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubble, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
5. Cleaners to return to usual hours before the school re-opens and additional hours to be given for cleaning during the day.

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced. Shielding measures were therefore paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Therefore, the government advise that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>, in line with the school’s own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</p> <p>2. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the ‘Prevention’ section of the <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
HIGH	MEDIUM	<b>LOW</b>	NEGLIGIBLE

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Risk of spreading virus to staff through shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	<b>MEDIUM</b>	LOW	NEGLIGIBLE
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	



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<ol style="list-style-type: none"> <li>1. Washing hands before entering staff communal areas</li> <li>2. Using hand sanitiser prior to and after using photocopiers</li> <li>3. Using disinfectant wipes to clean the photocopier touch points</li> <li>4. Staff to use their own crockery and cutlery or use disposable alternatives</li> <li>5. Staff to bring in their own coffee, sugar and tea</li> <li>6. Wiping tables in communal areas before and after use</li> <li>7. Wipe touchpoints on kettles, microwave etc.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Name of assessor</b>	<b>Signature of assessor</b>	<b>Date</b>
Charlotte Eaton		02/01/21

<b>Manager's comments</b>	Insert comments relevant to assessment as appropriate

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Denise Mellor		2/01/21

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion
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**Appendix A**

From 25<sup>th</sup> January 2021, the government introduction of providing Primary School staff the opportunity to take part in twice weekly Lateral Flow Testing to limit the transition of Covid 19 by 1 in 3 people who are asymptomatic, this additional appendix has been added.

In line with the updated guidance (2/1/2022) Staff will continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but will be encouraged.

**Guidance taken from documents including:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<b>Identify Hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Low uptake of the LFT across the staff and lack of clarity of the process</b> resulting in indirect transmission of the virus	
<b>Existing Level of the Risk</b>	Consider current level of risk

**PRIMARY SCHOOL HEALTH & SAFETY**

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control Measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<b>Hazard Identified</b>		<b>Control Measure</b>	
Poor uptake of staff opting in to the testing regime, leading to potential virus spread by asymptomatic staff members.	<ul style="list-style-type: none"> <li>• TEAMS Training for all staff before testing begins on:               <ul style="list-style-type: none"> <li>- Why testing is important</li> <li>- Safety measures in place</li> <li>- How testing will help ensure the safety of all members of our school community</li> </ul> </li> <li>• Record numbers of staff opting out and work together as SLT to keep this number as low as possible.</li> <li>• Keep this information confidential so that staff are not stigmatized for not testing.</li> <li>• Ensure all other risk mitigating factors are adhered to regardless of whether staff have been tested or not.</li> <li>• Staff can change their minds and join the testing program at any time.</li> </ul>		
Contact between staff increasing the risk of transmission of COVID19: Collecting tests	<ul style="list-style-type: none"> <li>• Each member of staff to receive their batch of tests on Friday 22<sup>nd</sup> January.</li> <li>• Tests batch boxes delivered to each bubble to avoid queues forming at the main office.</li> <li>• All staff to wear face coverings, follow rules of social distancing and hygiene.</li> <li>• Staff use their own pen to sign for the tests.</li> </ul>		
Test kits not disposed of safely – biohazard.	<ul style="list-style-type: none"> <li>• Staff to check that Test kit comes with a waste bag.</li> <li>• Staff trained to put everything in that bag and it can then be put in normal household waste.</li> </ul>		
Test administered incorrectly	<ul style="list-style-type: none"> <li>• New set of instructions provided with each test kit</li> <li>• (no picture)</li> <li>• All documents from the DFE Google Drive Site sent to staff on group email. Staff reminded each time to discard the instructions inside the box (with a picture on the front)</li> <li>• Staff given access to how to video and all other relevant guidance and advice. Time given during the working day to familiarize themselves with these instructions thoroughly.</li> <li>• Staff training for all staff before testing begins</li> <li>• Staff told not to eat or drink for 30 mins before taking the test to reduce the risk of spoiling the test.</li> <li>• Ensure staff remember that line at 'T' on the test means the test is void.</li> <li>• Clear communication channels for staff with any issues or queries regarding the administering of the tests of anything going wrong while testing.</li> </ul>		
Staff do not report their result, or report it incorrectly.	<ul style="list-style-type: none"> <li>• Staff given all relevant information about how to read and report their result.</li> <li>• Ensure that staff know to take the test reading at 30 minutes, not before or after.</li> <li>• Watch out for weak positive samples – the line of T can be faint.</li> <li>• Ensure staff remember that no line at C on the test means the test is void.</li> <li>• If unsure, ask someone else in your household to check. Could send a photo to a staff member to check also.</li> <li>• If staff are really unsure they should take a second test and inform the Covid Coordinator.</li> <li>• Any staff who are unsure will ask for support from the Covid Coordinator.</li> </ul>		

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	<ul style="list-style-type: none"> <li>All tests should be reported to NHS Track and Trace and to school, whether negative, positive or void.</li> </ul>
Staff become complacent over other risk mitigating factors due to negative test results. E.g. hands, face, space	<ul style="list-style-type: none"> <li>Reiterate during staff meeting and regular staff meetings that testing does not replace the need for other safety measures in place on risk assessments</li> <li>Ask all staff to be vigilant and ensure all staff are following the risk assessment and staff guidelines and report any issues to SLT</li> <li>SLT follow up any issues as necessary</li> </ul>
Supply chain does not ensure adequate stocks of test kits	<ul style="list-style-type: none"> <li>Enough tests will be delivered initially for 3-4 weeks for all staff.</li> <li>Registration Assistant responsible for stock takes at least weekly.</li> <li>Order more tests ahead of time so there is always a good supply.</li> <li>If tests are in short supply, make a short-term decision about the most important people to use the tests.</li> <li>Impact on opening for key worker and vulnerable provision for children and staff</li> <li>All staff to continue to follow all other mitigating risk factors, regardless of whether they have been tested or not.</li> </ul>
Test kits unusable as stored incorrectly	<ul style="list-style-type: none"> <li>Tests will be stored in a secure cupboard in a room, ensuring that the tests remain at 2-30 degrees C.</li> <li>Tests will not be stored in direct sunlight or in a fridge or freezer.</li> <li>Staff reminded that tests should be room temperature (15-30 degrees) before administering.</li> </ul>
Tests used inappropriately e.g. taken and shared with friends and family, meaning reduced supply available for school staff	<ul style="list-style-type: none"> <li>Staff will have to sign for the tests they take and this will be logged against the batch number on the test kit log.</li> <li>The number of tests delivered and distributed will be logged by the Covid coordinator and registration assistant to ensure that no tests are used additionally / no tests go missing.</li> </ul> <p>Reiterated in staff training and guidelines that tests are for staff use only, as directed, and should not be shared with friends or family</p>
Tests returned void	<ul style="list-style-type: none"> <li>Check guidance carefully and ensure all staff have been fully trained and are confident in identifying a void test result.</li> <li>Report any void tests to the Covid Coordinator and Registration Assistant.</li> <li>Check batch numbers and report if more than 2 voids from the same batch as may mean there is an issue with that batch of tests.</li> <li>In this instance, contact all staff who have used tests from the same batch and ask them to retest.</li> </ul>
A high number of positive test results leads to staffing issues at school	<ul style="list-style-type: none"> <li>Encourage staff to take the test the day before their next day at school to allow time for cover to be organised (advise Sunday and Wednesday)</li> <li>Usual isolation guidance will be followed, meaning that children who have been in contact with that staff member may have to isolate anyway, so no cover would be required</li> <li>Standby staff in place for each bubble in school</li> <li>Staff reassured that they should not be worried about testing and needing to isolate and the impact of this on staffing – reiterate the importance of regular testing and isolation in order to keep everyone safe.</li> </ul>
Clinical incident when testing e.g. swap breaks in mouth, bleeding, allergic reaction	<ul style="list-style-type: none"> <li>Report as a “yellow card” on the website</li> </ul> <p>Report to Covid Coordinator.</p>
Non clinical issues which occur at home e.g. something in test kit is	<ul style="list-style-type: none"> <li>Report to 119</li> </ul> <p>Report to Covid Coordinator</p>

**PRIMARY SCHOOL HEALTH & SAFETY**

damaged, missing or difficult to use in some way			
Remaining Level of Risk	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGABLE</b>

**Important contact information:**

St Mary's Catholic Primary School Covid Coordinator	Arrange collection of tests Notify of a positive test result Notify of any concerns, issues with testing etc	01782 619685 <a href="mailto:Office.stm@ctkcc.co.uk">Office.stm@ctkcc.co.uk</a>	Any time (24-7) via email, text message Phone calls 7am-9pm Please send a message immediately in the case of any positive test result
St Mary's Catholic Primary School Covid Registration Assistant	Report your test result each time Notify of any concerns, issues with testing etc	01782 619685 <a href="mailto:admin.stm@ctkcc.co.uk">admin.stm@ctkcc.co.uk</a>	8am-4pm Monday to Friday
DfE coronavirus helpline	Any issues or concerns Report an outbreak in school Issues with tests, deliveries etc.	0800 046 8687	Monday to Friday 8am-6pm Saturday and Sunday 10am-6pm
NHS Track and Trace	Record your test result each time	<a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a>	
NHS – book a PCR test	Anyone with one or more symptoms of Coronavirus should isolate and book a PCR test immediately	<a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> 119	