



**SCHOOL FULL CAPACITY - RISK ASSESSMENT**

1. <b>Assessment No:</b>	<b>StJCPS/COV19 - 2 (Issue 2.1)</b>		
2. <b>Activity/Process:</b>	<b>INFECTION PREVENTION</b>		
<b>Assessment Date:</b>	<b>January 2021</b>		
<b>Assessor:</b>	<b>Brian Birkin-Hewitt (Tech IOSH) School HSA</b>		
<b>Next Review Due:</b>	As and when required authority directive		
3. <b>Number of Persons at Risk</b>		<b>Employees</b>	<b>Others</b>
	1	<input type="checkbox"/>	<input type="checkbox"/>
	2-5	<input type="checkbox"/>	<input type="checkbox"/>
	6-10	<input type="checkbox"/>	<input type="checkbox"/>
	10 Plus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. <b>Hazards:</b>	<ul style="list-style-type: none"> <li>• Children or staff who are more vulnerable to the 'Covid-19' virus because of pre-existing health conditions</li> <li>• Children or staff who will become vulnerable to the 'Covid-19' virus</li> </ul>		
5. <b>Proposed procedures/controls:</b>	<ul style="list-style-type: none"> <li>• Introduce designated school entry and exit points by 'Bubble' and/or Sibling pairings</li> <li>• Stagger arrival and departure times; promulgate specific timings to parents</li> <li>• Avoid the mixing of children between Class-Group 'Bubbles'<sup>1</sup></li> <li>• Where possible keep teaching and support staff with a designated Class-Group 'Bubble'<sup>2</sup></li> <li>• Advise children (and parents) personal items may be brought into school in a single small bag</li> <li>• Advise children (and parents) that to avoid corridor crowding, the lockers will be prohibited from use until close proximity restrictions are further eased</li> <li>• Retain children in their Class-Group 'Bubbles' during play times and lunch breaks</li> <li>• Stagger break times and lunch periods</li> <li>• Supervising staff to ensure that any used playground equipment is cleaned post use</li> <li>• Staff to use the Staff Room in line with the staggered Class-Group timings and maintain a safe distance from other adults iaw the PHE current guidance when in the Staff Room</li> <li>• Adult personnel to endeavour to maintain a 2m separation from children and other adults</li> <li>• Direct children to maintain a 'social distance' of 2m separation from all adult personnel</li> <li>• Place floor markings and signage in appropriate locations in classrooms and corridors to assist in maintaining the recommended safe separation distancing</li> <li>• Arrange classroom furniture to avoid face-to-face positioning</li> <li>• Assign each child in a Class-Group to a specific desk</li> <li>• Remove intricate toys, soft toys (Reception Yr) and soft furnishings</li> </ul>		

- Utilise open air environments, (e.g. South Field and the 'Forest School') as much as it is possible to do so
- Each Class-Group will be allocated a toilet to be used by that Group
- Include the library in the daily cleaning program to facilitate its use by each Class-Group via a Rota system
- Establish a cleaning and quarantine system for the return and exchange of schoolbooks, reading books, textbooks and stationery, etc. [minimum of 48 hours between uses]
- Repeat reminders to all staff and children about a diligent hand washing regimen
- Actively encourage the use of tissues if coughing
- Actively encourage the use of tissues or a folded elbow if sneezing
- Repeatedly remind all children and Staff to avoid touching the face
- Enhance the cleaning procedures for the daily protocols in each of the classrooms and all other 'common' areas. (e.g. Major Cleaning<sup>3</sup> iaw the Cleaning Agency's schedule<sup>4</sup>)
- Staff members are to clean school telephones and/or any commonly used hardware (e.g. the photocopier) before use, with a sanitized wipe
- Advise children (and parents) to use disposable bags or easy-wipe containers for lunch time foodstuffs
- Advise children (and parents) to provide their own drinks container/bottle, marked with their name
- Direct children not to share foodstuffs or drinks
- Distribute additional rubbish bags throughout the school for the disposal of empty lunch containers/bags and unwanted foodstuffs
- Suspend contact sports
- Consider the use of PPE if/when routine first aid attention is required for children or staff
- Prohibit domestic educational visits that require an overnight stay
- Suspend mandatory church attendances
- law PHE Guidance recommendations (*sic*: 2.1.2) advise parents that children may use taxis as 'Dedicated Transport' providing that (other than with siblings) they are not mixing in-school or cross-school 'Bubbles' and they apply hand sanitizer before and after the journey

Notes:

1. Primary School children are permitted to mix with other 'Bubbles' for specialist teaching.
2. Teachers may operate between different 'Bubbles'; maintain 2m distance where possible, and minimise any time spent within 1m of children.
3. The term 'Major Clean' is used here to distinguish between the frequent thorough 'Covid-19' specific cleaning and a 'Deep Clean' that is normally performed at the end/start of every term and will also be applied to an area if a positive case of Covid 19 is proven to have occurred to a school occupant.
4. See the section 'CLEANING'.
5. Acts of worship may be conducted as a Class-Group 'Bubble' (but not as a whole school).

**6. The Residual Risk(s) Remaining:**

(After implementation of proposed procedures)

**Risk Rating:**

Likelihood x Severity = Rating/Action

- |   |            |                          |
|---|------------|--------------------------|
| • Child or staff member contracting the virus   | 2 x 1 = 2  | Monitor Procedures       |
| • Unintentional physical contact  | 3 x 1 = 3  | Monitor Procedures       |
| • Virus contamination from unaware (asymptomatic) individuals   | 2 x 2 = 4  | Monitor Procedures       |
| • Individual refusal and/or non-compliance with the procedures  | 2 x 3 = 6  | Improve Procedures       |
| • Staff member not abiding by recommended 'self-isolation' protocols  | 1 x 3 = 3  | Monitor Procedures       |
| • Child or staff member attending school in spite of being in the proximity of a person with a known Covid-19 condition | 3 x 4 = 12 | Revise Procedures - Stop |

**7. Additional procedures/controls suggested/required:**

(Reduce Residual Risks if practicable to a Risk Rating of 4 or below)

- Children who are infected, display any indications of Covid 19 symptoms or are or have been in close contact with someone who has Covid 19 Coronavirus, will not be permitted entry into the school. (Parents will be expected to strictly abide by and support this crucial requirement)
- ~~Due to shielding advice being withdrawn (wef 1 Aug):~~
  - ~~Advise parents that children who are on the Shielded Patient List, or have a family member who is shielding can attend school from the start of the Autumn Term~~
  - ~~Advise Staff Members that those who live with Clinically Vulnerable or Clinically Extremely Vulnerable can return to work from the start of the Autumn Term~~
- Staff Members are to self-assess and must not attend school if any indications of Covid19 symptoms are evident; the Head Teacher is to be advised immediately
- In accordance with Government and LA Guidelines the wearing of a face covering or face mask in schools or other education settings is not recommended. However, face masks are a personal choice and may be worn if an individual chooses to do so

**8. Headteacher Approval:**

Date Implemented: 5 Jan 2021  
2020

Procedures Effective: Yes/No

Comments:

**Signed and Appointment:**

(Headteacher St Joseph’s Primary School)

**Name:** Mrs Susan Woods

**Next Review Date:** As determined by an Authority directive that requires changes to the implemented procedures

**9. Chair of Governors Awareness:**

Date: 5 Jan 2021

Procedures Effective: Yes/No

Comments:

**Signed and Appointment:**

(Chair of Governors St Joseph’s Primary School)

**Name:** Mr Gregory Fauvarque

**RISK RATING**

**RATING ACTION BANDS**

LIKELIHOOD	SEVERITY OF HARM	RATING BANDS	ACTION REQUIRED
1. Most unlikely	1. Minimal	1 Minimal Risk	Maintain Procedures
2. Unlikely	2. Requires isolation	2 - 4 Low Risk	Monitor Procedures
3. Likely	3. Requires quarantine	6 - 9 High Risk	Improve Procedures
4. Most Likely	4. VSI/Fatal	12 -16 Very High	Revise Procedures - stop all

**Risk Rating = ‘Likelihood’ score x ‘Severity’ score**