



SCHOOL FULL CAPACITY - RISK ASSESSMENT

1. Assessment No:	StJCPS/COV19 - 2 (Issue 3)		
2. Activity/Process:	INFECTION PREVENTION		
Assessment Date:	February 2021		
Assessor:	Brian Birkin-Hewitt (Tech IOSH) School HSA		
Next Review Due:	As and when required authority directive		
3. Number of Persons at Risk		Employees	Others
	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. Hazards:	<ul style="list-style-type: none"> • Children or staff who are more vulnerable to the 'Covid-19' virus because of pre-existing health conditions • Children or staff who will become vulnerable to the 'Covid-19' virus 		
5. Proposed procedures/controls:	<ul style="list-style-type: none"> • Introduce designated school entry and exit points by 'Bubble' and/or Sibling pairings • Stagger arrival and departure times; promulgate specific timings to parents • Avoid the mixing of children between Class-Group 'Bubbles'¹ • Where possible keep teaching and support staff with a designated Class-Group 'Bubble'² • Advise children (and parents) personal items may be brought into school in a single small bag • Retain children in their Class-Group 'Bubbles' during play times and lunch breaks • Stagger break times and lunch periods • Supervising staff to ensure that any used large playground equipment is cleaned post use • 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 • Adult personnel to endeavour to maintain a 2m separation from children and other adults • When in communal areas (Corridors, Staff Room, KS1 Reading area) all adults are to wear face masks (the addition of a visor is personal preference). • Direct children to maintain a 'social distance' of 2m separation from all adult personnel • Place floor markings and signage in appropriate locations in classrooms and corridors to assist in maintaining the recommended safe separation distancing • Arrange classroom furniture to avoid face-to-face positioning • Assign each child in a Class-Group to a specific desk • Remove intricate toys, soft toys (Reception Yr) and soft furnishings 		

- 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 Cleaning³ iaw the Cleaning Agency's schedule⁴)
- 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
- Use 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 attendances⁵
- law PHE Guidance recommendations (*sic*: 2.1.2 July 2020) 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)

 - Staff and pupils should not attend school for a minimum of 10 days if they have:
 - Any Covid-19 symptoms (fever, severe headache, new persistent cough, loss of smell or taste [anosmia])
 - A household member who has Covid-19 symptoms¹
 - Been in contact with Support Bubble or Childcare Bubble individual who has Covid-19 symptoms¹
 - Visited a country outside the Common Travel Area and are required to quarantine
 - Had a positive test (LFD or PCR)
 - Been advised by NHS Test and Trace or Public Health that they should isolate

 - 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

 - Staff Members will be expected to perform Lateral Flow Device (LFD) testing as directed (2 x per week) and diligently advise the schools' recording officer of the results

 - Any female Staff Member who falls pregnant is to advise the Headteacher immediately to initiate a specific Risk Assessment and a potential re-allocation of teaching duties

 - In accordance with Government and LA Guidelines the wearing of a face covering or face masks in schools differs for staff, pupils and the education setting. For primary schools there is no requirements for pupils to wear a face mask, but all adults in the school should do so when in communal areas and moving around the school building
1. However, any member of staff who has provided 'close contact' care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless they themselves develop symptoms.

Definition of 'Close Contact':

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1m for 1 minute or longer, without face-to-face contact
 - sexual contacts
 - been within 2m of someone for more than 15 minutes (either as a one instance or total in the one day)
 - travelled in the same vehicle or aircraft

8. Headteacher Approval:

Date Implemented: 7 Mar 2021

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: 7 Mar 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