

**Coronavirus (COVID-19): Risk Assessment Action Plan**

**St. Mary's CE (VC) Primary School**

Assessment conducted by: R. Palmer	Job title: Assistant Headteacher	Covered by this assessment: All members of staff, all pupils, parents, governors, visitors (including contractors)
Date of assessment: 25.04.22	Date of next review: 05.09.22	

The sole purpose of this risk assessment is to support our school in preparing for the start of the 2021-22 academic year, **while reducing the risk of coronavirus transmission.**

**Contents**

<b>Risk Number(s)</b>	<b>Subject of Risks</b>
1-3	Communication and following of Government guidance
4-8	Hygiene
9-10	Ill Health
11-12	Spread of infection
13	Cleaning
14	Contractors and visitors
	Further information



Risk Number	Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person(s)	Planned Completion Date	Line Manager Check
1	The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly</li> <li>Regular briefings, including emails, to all staff members distributing new and updated guidance and new or updated school procedures</li> <li>Information on the school website is updated for staff and parents to access.</li> <li>Pupils updated via classrooms/website as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents through the website/text and staff via briefings, including email</li> <li>The NHS Covid-19 app is available to anyone aged 16 or over to download if they choose. Staff members may wish to download the app</li> </ul>	L	L	S.Riley R.Palmer	Ongoing as guidance is updated/released.	SR

			<p>to ensure they are kept up to date with latest guidance and local/national restrictions.</p> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
2	Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff aware of current actions and requirements and reminded frequently using school communication systems (briefings, including use of emails and system of communication within school team)</li> <li>Headteacher/AHT to share updated risk assessment with all staff</li> <li>Updated risk assessment shared with parents via website.</li> <li>All pupils aware of current actions and requirements and reminded frequently using school communication systems (Induction days and regular reminders)</li> <li>Outbreak management checklist undertaken and shared with relevant stakeholders where necessary.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	L	<p>S.Riley R.Palmer</p> <p>SLT for communication with teams</p> <p>All staff to ensure pupils are aware of requirements</p>	<p>Updated Risk Assessment to be shared with staff 02.09.21. and ongoing.</p> <p>Risk assessment to be published on website for parents by 06.09.21 and ongoing.</p>	SR
3	Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> </ul>	L	L	Updating of policies, staff training,	Polices updated and shared with staff by 02.09.21.	SR

			<ul style="list-style-type: none"> <li>All staff will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Behaviour policy</li> <li>Staff absence reporting procedures</li> </ul> </li> </ul> <p>Staff to have access to these policies via Teams and also via hard copies.</p> <ul style="list-style-type: none"> <li>Appropriate staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> <li>All staff receive necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>			<p>informing parents: S.Riley R.Palmer</p> <p>All staff - informing pupils</p>	<p>Update policies thereafter as necessary.</p> <p>Parents made aware of infection control measures by website 06.09.21. Updated as necessary.</p>	
--	--	--	---	--	--	--	--	--



			<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via training and briefings</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via website information.</li> <li>• Regular briefings issued to staff.</li> <li>• Outbreak management checklist undertaken and shared with relevant stakeholders where necessary.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
4	Poor hygiene practice in school - <b>general</b>	H	<ul style="list-style-type: none"> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, offices, classrooms, staffroom and other key locations for staff, pupils and visitors. Parents to inform the school if they do/do not give permission for children to use hand</li> </ul>	L	L	<p>S.Riley R.Palmer</p> <p>All staff – Messages to pupils</p> <p>All staff – Regular cleaning throughout the day</p> <p>Site staff and cleaning team - daily</p>	<p>Additional posters up in school by 06.09.21 and updated as necessary</p> <p>Additional hand sanitiser and tissues to be in key areas by 06.09.21 and replenished when necessary</p>	SR

			<p>sanitiser provided by the school. <i>(Note: hand sanitiser is not a substitute for effective hand washing).</i></p> <ul style="list-style-type: none"> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Ensure that pupils clean their hands regularly throughout the school day.</li> <li>• Soap and water is the best approach to this and schools should endeavour to ensure that there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, and drying facilities are supplied in all toilets and kitchen areas.</li> <li>• Induction and ongoing reminders used to teach pupils how to thoroughly wash hands using soap and water.</li> <li>• Hand sanitiser 'stations' are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washing. Hand sanitiser dispensers to be cleaned regularly to enhance infection control measures.</li> <li>• Staff to ensure supervision of hand sanitiser use given risks around ingestion.</li> </ul>			replenishing of cleaning supplies and paper towels		
--	--	--	---	--	--	--	--	--



			<ul style="list-style-type: none"> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• Pupils and staff do not share cutlery, cups or food.</li> <li>• All utensils used by staff are thoroughly cleaned before and after use using sink or dishwasher.</li> <li>• Children using utensils to eat their hot lunch in school to be thoroughly cleaned by kitchen staff following use. Pupil utensils used by those eating their own packed lunches to be taken home in lunchbox to be cleaned.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
5	Poor hygiene practice – <b>specific – school entrance</b> (small foyer as you enter school with office ‘hatch’)	H	<ul style="list-style-type: none"> <li>• Hand sanitiser dispenser in the small foyer with notice asking all who enter school to use hand sanitiser before entering</li> </ul> <p>As a result, reception staff are protected.</p>	L	L	S.Riley R.Palmer  Admin team		SR
6	Poor hygiene practice – <b>specific – office spaces.</b>	H	<ul style="list-style-type: none"> <li>• Tissues/hand sanitiser and cleaning equipment to be available in office locations</li> <li>• Staff to wash hands regularly throughout the school day.</li> </ul>	L	L	S.Riley R.Palmer  Admin Team		SR

			<ul style="list-style-type: none"> <li>Each individual is responsible for wiping down their own work area where necessary.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
7	Poor hygiene practice – <b>specific - spread of potential infection at the start and end of the school day.</b>	H	<ul style="list-style-type: none"> <li>Self-isolation to be in line with current Government guidance.</li> <li>Ensure that pupils clean their hands regularly throughout the school day. Soap and water are the best approach to this and schools should endeavour to ensure that there are enough hand washing facilities available. The correct hand washing routine should be followed.</li> <li>All staff to wash hands/sanitise regularly throughout the school day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>	L	L	S.Riley R.Palmer  All staff	Information on website regarding infection control by 06.09.21	SR
8	Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	H	<ul style="list-style-type: none"> <li>If necessary, when working with younger children, staff to wear additional PPE if supporting pupils with toileting routines – mask, gloves, apron</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>Parents may be contacted to either help their child in school or take their child home.</li> </ul>	M	L	All staff	Additional PPE in disabled toilet and Nursery/Reception toilets by 06.09.21	SR



			As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
9	Ill health in school.	H	<ul style="list-style-type: none"> <li>• Staff are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance</li> <li>• All staff are informed of the procedure in school relating to a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Any staff member who displays Covid-19 symptoms refer themselves to S.Riley (or R.Palmer in her absence)</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell may be referred to the office. School procedures concerning ill pupils is followed, e.g. parents contacted.</li> <li>• 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.</li> </ul>	M	M	S.Riley R.Palmer  Admin team	Symptoms: Staff to be updated 02.09.21 and updates to continue as necessary.  Additional PPE sourced and in school by 02.09.21	SR

			As a result, any member of the school community who becomes unwell, appropriate action is taken to minimise the risk of infection.					
10	A pupil/member of staff is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The person tested positive is advised to self-isolate following current government guidance.</li> <li>The school will ensure that the attendance register for pupils and staff is continued to be kept up to date and completed correctly to ensure a record of staff and pupils in school.</li> <li>Siblings should follow current Government guidance regarding testing and isolation.</li> <li>Outbreak management checklist undertaken and shared with relevant stakeholders where necessary.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	M	M	S.Riley R.Palmer	Ongoing	SR
11	The reduction in the ability for pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> <li>In the event of a large outbreak, staff to maintain social distancing from pupils and other staff as much as possible. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Close contact is defined as: <ul style="list-style-type: none"> <li>Direct close contact: face to face contact with an infected individual</li> </ul> </li> </ul>	L	L	S.Riley R. Palmer		

			<p>for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> <li>- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>- Travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>• Pupils to be taught the importance of maintaining distance and not touching peers and staff members where possible, especially in the event of a large outbreak.</li> <li>• Where possible in the event of a large outbreak, pupil movement to be limited to make social distancing easier. Timetable in place so year group bubbles do not meet. Only time children leave classroom is to go to the toilet and to go outside.</li> <li>• In the event of large outbreak, whole school staff meetings to take place via MS Teams. Phases not to meet together. Remain as separate year groups for meetings.</li> <li>• In the event of a large outbreak, no phase worship in the hall. Year groups to come to hall for worship or worship via MS Teams.</li> </ul>					
--	--	--	---	--	--	--	--	--

			As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.					
12	Insufficient staff to teach pupils.	H	<ul style="list-style-type: none"> <li>Leaders ensure where possible that there is capacity for cover in the instance that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	L	L	S.Riley R.Palmer	Individual staff risk assessments completed by 10.09.21 and updated as necessary	SR
13	Pupil movement between lessons, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> <li>Pupils to be supervised in washing hands before lunch.</li> <li>In the event of a large outbreak, children with packed lunches to eat in the classroom.</li> <li>Tables in the classroom to be cleaned before eating by teaching assistant and after eating by learning assistant.</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> </ul> <p>As a result, the risk of infection during unstructured times is reduced.</p>	L	L	S.Riley R. Palmer		
14	Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> <li>Seating plans in place.</li> <li>Tissues and hand sanitiser to be located in each classroom</li> </ul>	L	L	S.Riley R.Palmer  All staff	CO2 monitors to be installed week beginning 01.11.21	SR

			<ul style="list-style-type: none"> <li>Where possible, windows to be opened to provide ventilation, ensuring that room temperature remains comfortable.</li> <li>CO2 monitors to be installed and levels monitored in key areas, including classrooms. Further action to be taken to increase ventilation where necessary.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
15	Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks carried out by external agencies have been undertaken prior to opening</li> <li>Complete on site health and safety checks prior to opening for the new academic year</li> <li>A nominated member of staff (Site Manager) monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>Pupil tables will be cleaned before eating time commences. Gloves to be worn during this and hands washed afterwards.</li> <li>Disposable gloves/wipes/sprays are available throughout the school building</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	L	L	S.Riley R.Palmer Admin Team Site Manager Cleaners	Onsite health and safety checks to be completed 03.09.21  Additional cleaning supplies to be in place by 06.09.21	SR

16	Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> <li>All contractors/visitors to wash hands/sanitise either prior to or on entry to the school site</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff (foyer)</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	L	L	S.Riley R.Palmer Admin Team Catering Team	Ongoing	SR
----	--	---	---	---	---	--	---------	----

**School-specific arrangements relating to risk assessment that may need additional detail:**

**Capacity and organisation of teaching spaces**

-Seating plan arranged by teachers.

**Movement around the school**

-Staggered break times and lunchtimes to be put in place only when advised during a large outbreak.  
-Reception class to eat in the hall first at 11:50, pre- school in their classroom. Year 1 and 2 to follow at 12:00. KS2 to eat in the hall at 12:30.

**Breaktime and lunchtime plan**

- Staggered break times and lunchtimes to be put in place only when advised during a large outbreak. (KS1 are on a separate playground to KS2)  
- Allocated entrance and exit doors- each class to use their fire doors.  
- Reception class to eat in the hall first at 11:50, pre- school in their classroom. Year 1 and 2 to follow at 12:00. KS2 to eat in the hall at 12:30.  
- Children are not permitted to share food or cutlery with staff or peers.



- Cutlery provided by the school for children choosing hot lunch option will be thoroughly cleaned by the catering team.

#### **Role of Learning Assistants**

- Carry out full role
- Ensuring regular cleaning alongside teaching staff and catering team, including cleaning desks prior to lunchtime
- Qualified first aider. Ensure that accidents are recorded in the accident reporting folder.

#### **Catering staff**

- Catering staff will adhere to this risk assessment and catering team risk assessment.

#### **Cleaning**

- Thorough cleaning will take place at the end of each day by our cleaning team who know the building well. Thorough clean will including the cleaning of handles, doors, tables, chairs, hand rails, and significant touch points in school.
- Learning Assistants will clean pupil desks during every lunchtime prior to eating.
- Cleaning will be monitored to ensure rigorous and standards are maintained.

