

COVID19: Full opening risk assessment

SCHOOL NAME: St Vincent's

DATE: 31st August 2021

This risk assessment has been updated to reflect current Response to Step 4 lifting of Covid measures from the government guidance:

Guidance for full opening: schools

Guidance for full opening: special schools (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)

Actions for early years and childcare providers during the coronavirus outbreak

Implementing preventative measures in education settings

Safe working in education settings

Face coverings in education

Covid19 cleaning in non-healthcare settings

This assessment must be updated as soon as any changes are officially given, however a daily review on guidance will be undertaken by Management.

All work activities affected by continued use of the school for front line workers children – the assessment reviews entry and exit procedures, office and teaching areas protocol and use of reception areas, lift lobbies, stairwells, communal areas, plant rooms, welfare areas. This may present a foreseeable risk of biological hazards relating to the transmission or infection of Coronavirus (COVID-19) which presents a current significant risk to all persons.

Work equipment in use includes general classroom and office equipment, laptops, touch screens and cleaning equipment

Considering government requirements and current best practice, the following hazards are identified relating solely to the virus and the necessary controls to be applied. For all other operational hazards please refer to separate related task assessments.

In July 2021 the government set out new school's Covid-19 operational guidance setting out how to continue to manage the risk of serious illness from the virus as the country moves to Step 4 on the roadmap.

Control Measures:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Hand hygiene: Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be very important.

Maintain appropriate cleaning regimes: using standard products such as detergents. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE have produced guidance on the cleaning of non-health care settings.

Keep occupied spaces well ventilated: When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.

Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak provides more information.

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19: When an individual develops COVID-19 symptoms or has a positive test; pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. 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 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should be left in a room on St Gregory’s Catholic Primary School Page 3 of 15 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. The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Asymptomatic testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Confirmatory PCR tests: Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. You may receive support through the dedicated advice service introduced by PHE, which can be reached via the DfE helpline on 0800 046 8687, or PHE local health protection team if escalated.

Risk Matrix:

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff and governing body. Assessment and plan shared and communicated with stakeholders.	Lack of agreement	M	Discussion to be held when required	HT	As required	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Premises officer or IT technician are unwell	H	Designate alternative trained person	HT, Premises Officer, IT technician	As required	M
2b	Office spaces re-designed to allow office-based staff to work safely.	Too many members of staff using a small office area at the same time	H	Only 3 members of staff to use the office at the same time. The door should be kept opened to ensure good ventilation.	Office staff	Feb 2021	M
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> • Use of hand driers risk assessed. Paper towels and hand sanitiser provided in every 	Lack of stock when ordering. Classroom getting too cold during adverse weather. Bins	H	Stock ordered in good time. The school holds sufficient surplus to ensure numbers will not run low. Staff inducted on new procedures.	HT, Class teachers , P.O.	Sept 2021	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>classroom and in different points across communal areas.</p> <ul style="list-style-type: none"> Lidded bins in classrooms and shared spaces for disposal of PPE. Water fountains disconnected/ isolated. Ventilation measures identified. 	filling more than capacity.		<p>Parents informed of the need to bring water bottles to school. Windows opened to allow ventilation but not fully to retain heat.</p> <p>Doors kept opened, in compliance with safeguarding to allow fresh air into rooms. Bins to be monitored by P.O and emptied more often.</p>			
2f	Consideration given to the arrangements for any deliveries.	<p>Additional adults on the School premises.</p> <p>Items coming to school with the risk of transmitting infection.</p> <p>Delivery drivers/ staff carrying infection.</p>	M	<p>Deliveries to be collected, where possible, from the gate. Where this is not possible to be delivered directly to the school office or kitchen. Hand sanitiser to be used, Delivery drivers/staff not allowed in the main body of the school. Office/Kitchen staff to use gloves when handling packages.</p>	P.O., office staff and kitchen staff	Ongoing	L
3. Emergency Evacuations							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p>	Current evacuation routes would cause large gatherings	M	<p>Revise procedures to ensure the more space between groups.</p> <p>Ensure members of staff and children are aware of revised procedures.</p> <p>Fire drill</p>	P.O. HT, DHT	Sept 2021	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.						
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with <u>Covid19 cleaning in non-healthcare settings</u>	Enhance cleaning	H	<p>Reducing clutter and removing difficult to clean items to make cleaning easier. Increase the frequency of cleaning, using standard cleaning products, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices..</p> <p>People are able/willing to clean their own work surfaces throughout the day.</p> <p>Antibacterial spray in each room and gloves provided for every member of staff.</p> <p>P.O. to ensure hand sanitiser, hand soap and hand towels are replenish as soon as it is needed.</p> <p>Enhanced cleaning of toilets particularly door handles, taps and toilet flush.</p> <p>Milton used to clean resources used by children in EYFS and children with specific educational needs.</p>	Premises officer	Sept 2021	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Staff availability	M	Cleaning checklist and timetable in place. P.O. supporting the enhanced cleaning.	P.O.	Ongoing	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	PPE	M	Staff to wear full PPE. Staff has been consulted, all staff willing to undertake the job.	P.O.	Ongoing	L
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap. Bins fill to overcapacity	M	Hand sanitiser in every room across the school. Lidded bins in every classroom. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Antibacterial cleaning fluids in every room. Staff to use cleaning fluids with gloves. Bins regularly emptied.	P.O	Ongoing	L
4e	Arrangements for longer-term continual supplies are also in place.	Stock not available	M	Stock monitored regularly and ordered in advance to ensure levels are sufficient to cover the demand.	P.O, SBM	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Absent cleaners	M	Regularly checks with the cleaning manager. Procedures in place to cover absences.	HT, P.O.	Daily	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4g	Waste disposal process in place for potentially contaminated waste including face masks	Contaminated waste disposed using general bins.	H	Waste bags and containers in lidded bins. Disposed separately from general waste. Double bagged and stored for 72 hours.	P.O.	Ongoing	M
4h	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing:</p> <ul style="list-style-type: none"> • on arrival to school. • On return from playtime • before and after eating. <p>Increased hand washing throughout the day in line with government guidance. Hand sanitiser available when necessary.</p>	<p>Hot water not available.</p> <p>Children's hands damaged by sanitiser/ increased washing.</p>	M	<p>Handwashing timetable in place.</p> <p>Handwashing signage available at all handwashing stations.</p> <p>Pupils instructed in training sessions about the need for good handwashing</p> <p>Soap and sanitiser available in multiple locations around the school.</p> <p>SEND children supported to wash hands as required.</p>	All staff	Ongoing	M
5. Classrooms and outdoor space							
5b	<p>Classrooms have been re/arranged to allow as much space between individuals as practical.</p> <p>Each pupil has their own identified desk. (Yr2-6)</p> <p>Arrangements for small group work facilitate social distancing for adults and children.</p>	Children moving in class and reducing the distanced set between students.	H	<p>Explanations and clear expectations set from the beginning and reminded daily.</p> <p>Classroom layout facilitate social distancing for staff.</p>	HT Class teachers	Feb 2021	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	Multiple children using the equipment.	H	Increase the outdoor learning when possible	Teachers, TAs	Sept 2021	M
5f	Ventilation measures identified in each room. Fire doors should not be propped open-longer term, automatic close fire doors could be considered.	Windows closed in colder days.	H	All windows and doors opened (safeguarding compliant) including during colder days.	All staff	Ongoing	M
6. Staffing							
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.	Staff may have needs leading them to self-isolate.	M	Individual risk assessments carried out for staff at heightened risk	HT	Sept 2021	M
6d	Approach to staff absence reporting and recording in place. All staff aware.	Insufficient cover for numbers of children.		Staff to report absence as soon as they are alerted of the need.	HT	Sept 2021	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		Inaccurate records kept.		HT to make arrangements if absence becomes high.			
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Insufficient cover for numbers of children.	H	Review of staff available, staff in school to cover positions and undertake more hours if required and willing.	HT	Sept 2021	M
6f	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Meetings in small rooms with no social distancing.	H	All meeting will be carried out in the hall to allow social distancing. Most governor meetings will be held remotely. Meetings kept to when necessary.	HT	Sept 2021	M
6g	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Staff required to use Google classrooms. Training required.	H	IT technician to arrange training at earliest convenience.	IT lead	Ongoing	M
6h	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Staff undertaking unfamiliar roles not being as skilled as those with experience or training.	M	Staff placed in roles they are capable of working. Training and support in place when and where necessary.	HT	Sept 2021	M
6i	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Staff mental health could affect attendance.	H	SLT to pay attention to staff wellbeing as priority.	SLT	Ongoing	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.						
6j	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	Staff unaware of the possibility of getting a test	H	Staff have been briefed on the need to get tested if presenting symptoms. Help offered if required.	HT	Sept 2021	L
6k	Staff carrying out the LFT twice weekly	False results	M	Staff training	HT	Ongoing	L
6l	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Virus transmission	H	Share school protocols Arrange exact time to visit	P.O.	Ongoing	M
6m	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Virus transmission	H	Clear procedures for limiting use of resources and systems to sanitise them between groups.	HT, DHT	Ongoing	M
8c	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Large gatherings	H	Assemblies held in the hall where children can sit with more space between them. Assemblies in Key stages	HT	Sept 2021	L

7. Transport

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Travelling on crowded public transport	M	Letter to parents explaining the risk of travelling on crowded public transport. Support offered if needed.	HT	Ongoing	L
8. Catering							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Staff sickness	M	Nourish to ensure any staff absence is covered. Kitchen to continue providing meals for children.	Nourish	Ongoing	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place.	Time limit	H	Lunch timetable devised and given to staff. HT and teaching staff supporting work in dining hall.	Midday supervisors	Ongoing	M
10c	Arrangements for food deliveries in place.	Food shortages	L	Nourish to arrange	Nourish	Ongoing	L
9. PPE							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place.	Staff lack of knowledge in when and how to use PPE.	H	Information and guidance issued to all staff about PPE Procedure in place for Pupil displaying symptoms of the virus	HT	Sept 2021	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.			PPE available for first aid / intimate care / SEN / working with pupils that cannot maintain social distancing Enough PPE equipment for staff who wish to wear it.			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	Not enough PPE	H	Risk assessments undertaken for specific pupils if required	Inclusion manager	Sept 2020	H
11c	PPE needs assessed and addressed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	Not enough PPE	H	PPE available for all staff if required Levels of stock monitored regularly.	P.O. HT SBM	Sept 2020	M
10. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms.	Parents not engaging with school communication	H	Notices at all entrances and exits. Information sent in letters to parents.	All staff	Ongoing	H
12b	Approach to adults/children displaying COVID19 symptoms cases in place - during school day: <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments 	Symptoms not evident	H	Procedure in place for Pupil displaying symptoms. Cleaning protocol and regime in place	HT	Sept 2020	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>identify heightened vulnerability to COVID19.</p> <ul style="list-style-type: none"> • Consideration of any pupils with heightened COVID19 vulnerability. • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 			<p>Procedure in place (from PHE) to inform parents / carers of any confirmed cases.</p> <p>NHS Track and Trace now in place</p> <p>Adequate supplies of PPE available</p>			
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> • Identified children/adults/bubbles/contacts advised on necessary action. • Staff with heightened vulnerability considered and advised of necessary action. • Approach to closing areas/ relocating children away from certain parts of the school to clean, if possible. • Cleaning procedure in place. • Arrangements for informing parent community in place. 	Parents not informing immediately	H	Letter to parents asking them to inform the school as soon as possible of a confirmed case.	HT	Ongoing	H

11. Safeguarding

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
13a	Consideration given to any child who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Children previously deemed to be safer at home and family are anxious about returning to school.	M	Risk assess to identify any support or arrangements needed for their return to school.	Family Liaison	Ongoing	L
13b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Time and training Children disclosing to staff not in their bubbles	L	Staff refresher training session on processes and procedures and the revised wellbeing material.	All staff	Sept 2021	L
13c	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy	All staff	Sept 2020	L
13d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	Outreach workers working remotely	M	Continue working with outside agencies to determine provision	Inclusion manager Family Liaison	Sept 2021	L
13e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care.	Children displaying a range of behaviours	M	Review individual consistent management plans to ensure they include protective measures.	HT DHT	Sept 2021	L

12. Attendance

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
14a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Public confidence	M	Discussion with parents	HT Inclusion manager Teaching staff	Ongoing	L
14b	Approach to support for parents where rates of PA were high before lockdown.	Commitment of parents	M	Discussion with parents	HT	Ongoing	L