



School COVID-19 Risk Assessment September 2021



NAME OF SCHOOL: St Edward's Catholic Primary School

TRUST: Our Lady of Grace Catholic Academy Trust HEAD TEACHER: Mr Paul Underwood

SHARED WITH

Senior Leadership Team – YES – DATE – 26.08.21

Governors – YES – DATE – 27.08.21

Staff – YES - DATE – 01.09.21

High Level Risks are risks are coded **RED**. These will be prioritised and managed first.

Medium Level Risks are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

In line with guidance published by the government on the 17th of August 2021 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

HAZARD/RISK AREA	WHO COULD BE AFFECTED	EXISTING CONTROLS	RISK RATING	FURTHER CONTROLS	RESIDUAL RISK	ACTIONS TO BE COMPLETED AND BY WHOM	IMPLEMENTED YES/NO
<p>Exposure to COVID - 19</p>	<p>Anyone exposed to the virus or an infected person.</p> <p>May contract Covid-19 – with associated range of health outcomes</p>	<p>SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>Hygiene Procedures:</p> <ul style="list-style-type: none"> • Handwashing/sanitising • Infection Control • Sharing is not always caring <p>Staff and pupils to hand wash/sanitise more frequently including:-</p> <ul style="list-style-type: none"> • before leaving home • on arrival at school • after using the toilet • before and after breaks and activities • before food preparation • before eating, including snacks • before leaving school • After coughing or sneezing <p>Coughs or sneezes should be caught in a tissue and put into a bin.</p> <p>Regular (twice daily) cleaning schedule is in place and will be completed by the Cleaning Company.</p> <p>Pedal bins in every class/area. Disposable tissues for catch it, bin it, kill it approach.</p>	<p>RED</p>	<p>Safety of children and staff remain paramount.</p> <p>Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach.</p> <p>All areas of the school to be ventilated regularly – before school and during the day.</p> <p>Individual risk assessments to be completed for staff if requested – these will be reviewed at regular intervals if needed.</p>	<p>AMBER</p>	<p>Parents, pupils and all staff</p>	<p>September 2021</p>

		Isolation room will be the Year 5 shared area where PPE equipment will be made available and child who is infected or has symptoms will remain in this room and if needed will use toilets in the Year 4 corridor until picked up by parent/carer. This room will be thoroughly cleaned in between uses.					
Shortage of Staff	Students and Staff	All staff and students to be in school in for September 2021. In the case of staff absence, float teachers employed by the school will be used to cover classes. If staff absence number is high, school will contact supply agency and have supply staff in who will be fully briefed on safety measures in place and will sign and adhere to the COVID rules in place. If supply staff are not following the rules then school to remind them of this.	RED or AMBER Depending on number of staff available.	Review plan regularly to identify any changes or adaptations that are needed.	AMBER	SLT and staff	September 2021
Safeguarding	Vulnerable Children	Vulnerable children who are in school will be supported by a 1:1 support staff member or the safeguarding leads. Inclusion Manager has provided staff with strategies that can be used to ensure that vulnerable children can follow social distancing measures where possible. Safeguarding Team maintain regular contact with vulnerable families and other professionals to ensure that home and school work together and any issues identified are managed effectively. This will include school being closed due to a national lockdown or if government guidance changes. Inclusion Manager and DSL to review provision in place for vulnerable children and pupils with safeguarding concerns and make any necessary changes or adaptations. Training will be available for staff on how they can support vulnerable children during a national lockdown or when a year group bubble collapses.	RED LIKELY TO OCCUR	Nominated DSL or deputy DSL in school at all times. Continue to use 'Safeguard Software' to update concerns and ensure all concerns have been dealt with adequately and DSL to keep staff informed of any changes.	RED/AMBER – CAN BE MANAGED TO A CERTAIN DEGREE WITH APPROPRIATE STRATEGIES IN PLACE	All staff	September 2021
Virus Entering Premises	Staff, pupils and any essential contractors	Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and hygiene routines that are already in place. Children, staff and contractors will have a temperature check on arrival at school and during the school day if necessary.	RED/ AMBER	Signing in will be completed by school staff only and visitor's agreement in	AMBER	Staff, parents, pupils and contractors	September 2021

		<p>Any necessary contractors/visitors that need to be in school are to follow social distancing and hygiene procedures.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. If any staff wish to wear a face covering then they can do so.</p> <p>Queries by parents should be by email or by phone only initially and then followed up with a meeting in person if needed.</p> <p>Children come into school wearing their PE kit on the day of their PE lesson.</p>		<p>place which is read and signed on entry to the school.</p> <p>Continue with hygiene procedures of washing hands or use of sanitisers.</p>			
Schools are open to children with SEND or behaviour issues or violence and aggression.	Students and staff	<p>SEND children have an allocated member of support staff.</p> <p>School has behaviour strategies in place to manage pupil behaviour.</p> <p>Communication with behaviour is maintained so school and home can work together to meet the needs of the children.</p> <p>Use an area which could prevent easy contact with children that are prone to violent behaviour. Area needs to be suitable and safe for the child and adult.</p> <p>Use appropriate PPE if required due to violent behaviour by children – in case biting is likely and if spitting is also an issue face/eye/mouth protection would be recommended. Apron and gloves to also be considered.</p> <p>First Aid box/bags to be easily accessible and with relevant equipment and supplies.</p>	RED/AMBER	<p>Inclusion Manager/SLT to monitor provision for SEND children and advise accordingly.</p> <p>Continue to update staff on behaviour strategies and positive handling procedures.</p>	RED/AMBER	Parents and staff	September 2021
Arrival and Departure to school	Staff Students Parents/carers	<p>Children will be able to begin coming into school from 8.45 am each day and arrive by the latest at 8.55 am – parents/carers can drop them off at their designated gates in the mornings.</p> <p>Parents will be allowed to come onto the playground to collect their children at the end of the day BUT will not be</p>	AMBER	Children to come into school at their designated gates – old playground gate (Years 4, 5 and 6), new	AMBER	Staff, Parents and pupils	September 2021

		<p>allowed to enter the school building unless agreed beforehand.</p> <p>Social distancing rules to be advised to parents/carers as a precaution and they are to be encouraged to collect their children and leave promptly.</p>		playground gate (Years 1, 2 and 3) and EYFS entry and exit points.			
Classroom Arrangements	Staff and Pupils	<p>Windows to be opened to maximise ventilation – before school and during the day.</p> <p>Disinfection of any surfaces can take place during the day if needed by staff.</p> <p>Students to be encouraged to wash hands/sanitise hands regularly.</p>	RED/AMBER	Resources can be sanitised as and when needed.	AMBER/GREEN	Staff and pupils	September 2021
Transmission between groups	Staff and Pupils	<p>At present there is no need for class or year group bubbles. The government advice is that if there is a local outbreak within a class/year group or school then interim arrangements can be put into place to manage this.</p> <p>Some staff meetings/assemblies will be held virtually via Zoom/Teams/Google at the start of the autumn term to assess the impact of schools reopening – this may change if advised by the government/local authority/PHE. Class assemblies will be in the hall on Fridays with two presentations (AM and PM) to allow all children to watch and parents to attend.</p> <p>Educational Visits – at present international visits are not advised. Any local visits can be booked in advance but school to ensure that adequate financial protection is in place so that if any visits have to be cancelled then no money will be lost.</p>	AMBER	Signs for contractors / visitors	AMBER	Staff and pupils	September 2021
Play sports exercise coaches Competitions	Staff and pupils	Adults to maintain Social distancing (2 metres) during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time or have designated areas in different parts of the playground.	RED/AMBER	External coaches that come into school will be briefed on safety	AMBER/GREEN	Teachers and pupils	September 2021

		<p>Although limited there will be some equipment allocated to all year groups and Sports Coach to ensure it is cleaned appropriately in between each class using the equipment.</p> <p>Coaches to wash/sanitise hands before and after sessions.</p> <p>If an indoor space is used for PE lessons then ensure area is well ventilated.</p> <p>Coaches to work with school first aiders should an injury occur.</p> <p>Coaches to follow all government guidelines and inform school of any staff who have symptoms or has received a positive test for COVID-19.</p> <p>All external sports coaches to deliver virtual lessons if government guidelines change and year groups are isolating or a national lockdown occurs.</p> <p>All external sports coaches to read and sign the visitor's agreement.</p>		<p>measures in place.</p> <p>Coaches will follow all school guidelines and policy to ensure the risk assessment is adhered to.</p>			
Lunchtimes	Staff Pupils catering staff	<p>Students to sanitise/wash hands in class before entering the hall.</p> <p>Lunchtime staff to clean eating areas at regular intervals during lunchtimes.</p> <p>Plates and cutlery are washed after each use in hot water and soap whether own or belonging to the school.</p>	AMBER	<p>No sharing of food at any time by staff or pupils.</p> <p>Only children who have a packed lunch to bring food from home.</p>	AMBER	Teachers/ pupils/kitchen staff	September 2021
Emergency evacuation and Fire Alarm	Everyone on site	<p>Evacuation due to a fire alarm or any other reason is a priority and should be completed quickly and efficiently.</p> <p>Staff to be briefed on this at the start of the academic year and at regular intervals during the year.</p>	RED	Teachers to ensure that children and staff in their classes are aware of	AMBER	Everyone on site	September 2021

				evacuation route and practice this on the first day back at school.			
First Aid and administration of medicine	Staff and children	<p>If first aider needs to get closer to injured party/suspected infection with Corona virus or has symptoms then to assess or treat they are to wear disposable aprons, gloves, face shield/ mask.</p> <p>First aider in office full PPE clothing for any COVID cases, Observe 2 metre social distancing where possible.</p> <p>Temperature checks with Non-Contact Forehead infrared Thermometer if needed.</p> <p>Coughs or sneezes should be caught in a tissue. Bins to dispose of tissues provided.</p> <p>The Staff on site are aware of who the first aider is and how to contact them.</p> <p>The Staff on site are aware of who the first aider is and how to contact them.</p> <p>Staff to be made aware of the location of first aid boxes/medicines for particular pupils.</p> <p>Two first aiders to be on site at all times where possible.</p>	RED	<p>First aid boxes /pupil medications in classroom Gloves, masks, aprons for staff in classes.</p> <p>First Aider to be designated to each area of the building.</p> <p>Children/staff with COVID-19 symptoms to be put in isolation room before being sent home.</p>	AMBER	Staff and children	September 2021
Toilets	Students/staff/contractors on site	<p>Everyone to wash hands after using toilet.</p> <p>Cleaning staff are in school twice a day for cleaning.</p> <p>Ensure cleaners are informed of any updates in government or local guidance or if a national/local lockdown occurs.</p>	RED	Toilets to be cleaned regularly as per cleaning contract.	AMBER	Everyone on site	September 2021
Cleaning of school premises	Anyone on site	Regular hand washing/sanitising procedures are in place and take place several times during the school day including before and after the use of PPE. Disposal of all PPE equipment – double bagged and disposed of after a single	RED	Regular cleaning and sanitation of all areas	AMBER/GREEN	Cleaning company and staff on site.	September 2021

		<p>use and waste disposal is left in a designated area. Schedule regular collection of clinical waste.</p> <p>Whole school cleaning takes place twice a day – AM & PM.</p> <p>Deep cleans will take place if needed due to a school outbreak or PHE advise that a year group closes.</p> <p>Ensure all spillages are cleaned immediately and cleaning supplies are always available and regularly restocked</p>		<p>throughout the day and at the start of the day and end of day as appropriate. Store all chemicals and cleaning materials appropriately in a safe area and label clearly</p>			
Parent/Pupil Well Being	Parent and pupil well being is affected	<p>School is maintaining contact with parents and children via remote learning tools, telephone calls, e mails, website and parent pay.</p> <p>DSLs and Inclusion Manager are maintaining regular contact with vulnerable families and children who are at risk of emotional distress.</p> <p>The September 2021 curriculum will focus on wellbeing to ensure that pupils are reintegrated back into the school system and have opportunities to air their concerns, discuss worries and reform friendship groups and relationships with staff.</p> <p>School has a nominated well being lead who will advise staff on programmes or schemes of work to use with the children.</p>	RED/AMBER	<p>Continue regular contact with parents and pupils through various platforms and offer support as and when necessary including remote contact.</p>	AMBER/GREEN	Parents and staff	September 2021
Contractors in school for essential maintenance work	All staff and pupils on site	<p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group unless absolutely essential.</p> <p>Contractors to sign and adhere to visitor's agreement.</p>	RED/AMBER	<p>All contractors visit are booked ahead of time and in diary unless there is an emergency repair needed.</p>	AMBER/GREEN	Office staff	September 2021
Suspected case of COVID-19 in school	Anyone on site	<p>If someone starts to display symptoms of COVID-19 whilst onsite then they should go home and follow the Government guidance on staying at home.</p>	RED	<p>Identify a room where the pupil can</p>	RED	Office staff	September 2021

		<p>Where a pupil becomes unwell and is waiting for collection they will be moved to the isolation room identified for this use. If it is a pupil/child, PPE should be worn by the supervising adult in the isolated area and where possible a distance of 2m should be maintained.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area.</p> <p>Child to be collected by parent/carer and school to inform family that they should not use public transport if showing symptoms.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the DfE/PHE and inform the Local Health & safety Team.</p> <p>Testing of staff and pupils for suspected cases. Test results to be declared to the school.</p> <p>If a staff or child tests positive for COVID-19 from a lateral flow test then they are to remain in isolation for the required period. This MUST be followed up by a PCR test. If the PCR test is negative then this overrides the LF test and the child or staff member can return to school. The results of the PCR test must be declared to the school.</p> <p>As per government guidance staff are advised to test twice a week until the end of September – after this period further government guidance will be published advising further actions.</p> <p>Schools have the right to refuse a child entering school if they have symptoms – see below government advice:</p> <p><i>Absence to be recorded as follows:</i></p>		<p>be isolated whilst waiting for collection</p> <p>A mask should be put on the person who is suspected of Covid-19 (unless age or SEND does not facilitate this).</p> <p>Person infected to be off site for the required time UNLESS a follow up PCR test within 2 days of LF test is negative in which case subject can return to work/school.</p>			
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Well Being of BAME groups of staff	Staff who are in this category	<p>Some scientific evidence suggests that BAME groups are more at risk of developing complications if they contract COVID-19. However, a research project found that the reason for the high infection/death rate in Newham were primarily because of a densely populated area of London and overcrowding with more than one family living in one household. BAME members were only at more risk if they had underlying health conditions or were in the older age group of 60 and above.</p> <p>School to provide an individual risk assessment if requested by the member of staff.</p>	RED	Individual circumstances will be considered carefully before a decision is made as to what additional measures need to be put in place to ensure the safety of this group of staff members.	AMBER	All staff	September 2021
Those with specific health needs	Staff/Pupils	<p>Those (staff or pupils) with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>Ensure any additional measures that are needed are put in place so that this group of people can work/learn safely on site.</p>	RED	School will risk assess staff cases on individual basis in line with HR guidance.	AMBER	Staff/pupils with any additional medical needs.	September 2021
Staff Well Being	Staff mental and Physical health is affected.	<p>Maintain open dialogue with consultation opportunities with all staff.</p> <p>Head Teacher/SLT reminders to staff about prioritising well being and SLT shown appreciation of the hard work that is taking place.</p>	RED/AMBER	SLT/DSLs will be available on site when staff are in school to offer support as necessary.	AMBER/GREEN	All staff	September 2021

		<p>Where possible reduce staff meeting times (virtual or in person) to allow additional time for staff to prepare for lessons and marking. Monday INSET and staff twilight sessions can be used for these purposes where appropriate.</p> <p>Staff Well Being lead has been nominated who will advise staff on well being and support them with any issues that may arise.</p>		<p>Ensure continuous breaks are provided.</p>			
<p>Contingency plans in the event of a future lockdown</p>	<p>All staff and pupils</p>	<p>All staff, governors, parents and pupils will be advised if the school has to be closed due to a future lockdown. Contact will be maintained with all parties via phone, e mail, website updates, PING App and the parent pay service.</p> <p>All children will have access to home learning and communication with class teachers through Microsoft Teams/Google Classroom where homework will be set, completed and returned to the class teacher. This homework will be linked directly to class work that is appropriate for each year group.</p> <p>The Accelerated Reader Programme will ensure that children are reading regularly the books that the class teacher allocates.</p> <p>These online platforms will be monitored regularly so that any children who are not accessing remote learning or are not completing homework can be identified and the necessary communications can be made with parents to find out why this is not happening and what support the school can offer.</p>	<p>RED/AMBER</p>	<p>Support staff will be available and will be responsible for working with the class teacher to ensure that children with additional needs are provided with homework.</p> <p>This will also be an opportunity for staff to undertake any relevant online training.</p>	<p>AMBER/GREEN</p>	<p>All staff</p>	<p>September 2021</p>