



Risk Assessment

Return to School September 2021

St. Augustine of Canterbury Catholic Primary School

COVID-19 Risk Assessment

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to our school and specific education setting. There are some specific issues that are addressed in the risk assessment but for clarity please read the Government advice to schools.

Following the Step 4 announcement, this marks a new phase in the government's response to the pandemic, moving from stringent restrictions.

The system of controls: Protective Measures

Control measures include:

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.

Coronavirus (COVID-19): Risk Assessment 2021

Subject of Assessment	September opening following lifting of restrictions				
Assessed by	Louise Prestidge	Date	August 2021	Review date	When necessary in line with changes and DfE updates
Details of workplace/activity	Children and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			Persons Affected (Who may be harmed)	
				Children, Employees, Families, Contractors and Visitors.	

Related documents

First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy (including addendum), KCSIE 2021, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Town and Country Risk Assessment, Lone working policy and Behaviour policy (including addendum), Chartwell Kitchen Risk Assessment.

Hazards and Risks		Control Measures
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> • Promote and engage in asymptomatic testing for staff; Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • The school has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); (Parentmail DfE guidance) • Follow DfE guidance for those who are extremely critically vulnerable and critically vulnerable. • Staff are briefed and consulted on school procedures and staff principles. • Staff are up to date on other related guidance and support in relation to themselves and children such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines (Schools Advisory Service) and information that can be provided to children; • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible; • Talks with staff about the planned amendments/lifting of restrictions and COVID Outbreak Management Plan (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Keep occupied spaces well ventilated - ensure the school is well ventilated and that a comfortable teaching environment is maintained. • identify any poorly ventilated spaces as part of our 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. • Opening external windows to 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. • We will balance the need for increased ventilation while maintaining a comfortable temperature. <p>The Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic and CIBSE COVID-19 advice provides more information.</p>
2.	Staff who are clinically vulnerable or living with family who are clinically or extremely vulnerable. Staff who are pregnant.	<ul style="list-style-type: none"> • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.

Hazards and Risks		Control Measures
		<p>Following Government guidance:</p> <p>Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>Maintain Social distance from children, parents and members of staff</p> <ul style="list-style-type: none"> • Outside lessons for less exposure if possible. • PPE is available for staff • If necessary, to reconfigure furniture arrangements within the classroom to further support teaching area at the front of the class. • Separate maternity Risk Assessment for New and Expectant Mothers. • Inform the Headteacher if member of staff feels their needs are not being met as a vulnerable category. • Promote and engage in twice weekly asymptomatic testing for staff; as per existing guidance on testing for staff in primary schools and nurseries.
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. • Collection/exit • Public transport 	<ul style="list-style-type: none"> • Revised drop off and collection procedures have been communicated with parents and carers at the end of Term 6. • The staff car park to be used to drop children to school (8.45am - 8.55am); Church car park to be used by staff if possible to ensure the staff car park is clear for parents and children to enter and exit the school playground. • Parents are asked to not congregate at the school gate or exit point - supported by Medway LA posters on school gates and entrance path. • Parents are reminded to leave the site once their child has been safely given to them at the end of each day; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families or use the playground equipment. • Children will enter the school through their external classroom door directly from the playground in the morning. • Entrance doors are secured open, reducing the number of occupants touching the doors; • Hand-cleaning stations are located at the entrance to the school (classroom or other). All occupants are required to clean their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct children how to do this effectively is displayed; • Help is available for children who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to children on how to adequately wash their hands.
4	<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources and PSHE lessons on hygiene; • Hand washing/hand sanitiser stations are positioned at each entrance to the school; • All those entering the school are required to wash/sanitise their hands - hand sanitiser available upon entry; • Hand washing/hand sanitiser stations are located at doors, within each classroom and on entry to the hall; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Children and staff have been shown how to wash hands properly (posters); • Help is available for small children who have trouble cleaning their hands independently and pupils with complex needs; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ entry and exit from the school; ➢ when they return from breaks ➢ when they change rooms ➢ after using the toilet; ➢ before and after eating; ➢ on entry and exit from each room.

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		<ul style="list-style-type: none"> ➤ ➤ Supervision of hand sanitiser use given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. • Unnecessary touching of the face is discouraged. • Teachers/staff will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;
5.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • 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. • Follow https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>Identify frequently touched surfaces</p> <ul style="list-style-type: none"> • Doors, bannisters and anything that is frequently touched, especially if it's touched by lots of people, will have more regular cleaning than normal. Examples of frequently touched objects include: • work surfaces like desks and workstations • handles on doors, windows, rails, dispensers • common areas like toilets, reception, corridors • computer keyboards, printers, touch screens, monitors, photocopier and phones • taps, kettles, water heaters, fridges, microwaves and cupboards • post and goods coming in or being shipped out <p>Cleaning stations in classrooms, offices and hall to ensure that measures are in place to clean surfaces and objects after each use where possible, for example phones. If it's not practical to clean after each use, make sure they are cleaned often within the morning, lunchtime and after school routine.</p>
6.	Spread/contraction of COVID-19 In particular school employees.	<ul style="list-style-type: none"> • Promote and engage in asymptomatic testing for staff; Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • All staff must follow the Government Control Measures to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly. • Staff are encouraged to conform with social distancing requirements at all times; • Hand Sanitisers and hand washing facilities to be used regularly. • Staff have access to and can wear PPE if desired. PPE is available for all staff to wear. • Staff given staff principles to ensure communication is consistent across staff.
7.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19; • Inappropriate handling / removal of clinical waste • Intimate care procedures. 	<ul style="list-style-type: none"> • Use of PPE is available if a child is unwell (vomiting, spitting etc.). • Self-administration of first aid where possible for minor injuries. • Adequate trained First Aiders in school for ages and number of children including EYFS. • First aid stations are set up in the junior and infant areas and the School Hall. • Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated First Aid room until additional medical assistance can be gained. They will use the disabled toilet if needed. This may be 111 support, an ambulance or until they leave the site to self-isolate; • First aiders required to assist this person will wear PPE; • The first aid room will be cleaned frequently and after each use (when first aid care has been provided). <p>When an individual develops COVID-19 symptoms or has a positive test</p> <ul style="list-style-type: none"> • 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).

Hazards and Risks		Control Measures
		<ul style="list-style-type: none"> Anyone who develops COVID-19 symptoms, however mild, will be sent them home and they should follow public health advice. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <p>Waste disposal measures</p> <ul style="list-style-type: none"> Follow: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>Child presents with symptoms follow DfE guidance, 'What to do if a pupil is displaying symptoms of coronavirus (COVID-19):</p> <ul style="list-style-type: none"> If a pupil is awaiting collection, they should be left in a room on 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. Parent will collect child from the secure green gate on arrival - child will be released from the school and watched walk to the Green gate where their parent will be waiting - they will be buzzed out. Instructed to get a test carried out and results given to school. The testing kits sent out to schools are intended for children who have developed symptoms while at school and should only be offered to individuals in the exceptional circumstance that an individual may have barriers to accessing testing elsewhere. 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. If symptoms appear at home overnight or at the weekend, parents are to inform the school immediately. Promote and Engage in NHS Test and Trace process
8.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel 	<ul style="list-style-type: none"> Parents are not encouraged to enter the school without a pre-arranged appointment; Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for children, they should be left at the school green gate for staff to collect; The SLT are able to telephone/video call parents/carers if face to face meetings are preferred if possible; Visitors will only be permitted into the school if they have an appointment; Meetings with visitors will be via video conference or phone where possible.
9.	<p>Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.</p>	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; Material safety data sheets are held for all chemicals and readily available to all staff; All cleaning chemicals are stored safely and securely in accordance with requirements; COSHH safety training has been completed by all those using chemicals for cleaning; Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.
10.	<p>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants</p>	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe exit via the nearest final exit; ➢ Training occupants of any changes to evacuation;

Hazards and Risks		Control Measures
	being spread around the building without suitable procedures in place.	<ul style="list-style-type: none">➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;➤ Fire exit evacuation plans are displayed in each room;• All other fire system testing and maintenance has continued as normal.