

## Risk assessment for: Working safely during COVID-19 (September 2021)

**Assessment date:** Updated – 28/02/2022

**Name of assessor:** D.Richards & A.Turner

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

National Guidance states: people who have been fully vaccinated are no longer having to self-isolate if they are a contact of a positive case; those under 18 years and 6 months of age also no longer need to self-isolate if they are a contact of a positive case. At St Francis Catholic Primary School we have conducted our own risk assessment and the following control measures must be followed, some of which go further than the national guidance to protect our pupils, families and staff (highlighted yellow).

A 'Covid Parent Questions and Answers' sheet is also available on the school website.

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Children and staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>At St Francis Catholic Primary school pupils will be expected to be in whole class bubbles – with no more than 4 bubbles (2 phases) gathering together in the hall (lunchtimes, assemblies, etc.) for a maximum of 30 minutes.</li> <li>The bubbles will form a cohort and should work together; being segregated from all other groups and individuals by social distancing of at least 2m.</li> <li>Bubbles will have access to an outdoors area – part of the playground.</li> <li>If bubbles move between locations suitable cleaning and sanitising should be undertaken of each location after each use. This will need to include all equipment within the areas used.</li> <li>Staff informed to keep 2m apart from other staff</li> </ul>		L	1. DR 2. 3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>28<sup>th</sup> Feb 2022</b>



		<p>members who are not part of their bubble group, where possible.</p> <ul style="list-style-type: none"><li>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li><li>• Staff to have staggered arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points.</li><li>• Non-teaching staff have dedicated work stations.</li><li>• Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk.</li><li>• Supply teachers, peripatetic teachers and/or other temporary staff can move between schools/ classes.</li><li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li></ul>			
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Segregation of pupils	Children and staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff will have the option of: A) Tables facing forwards (in rows). B) Tables in 'L shapes' so that support can be provided more easily. C) Tables in groups of no more than 6.</li> <li>• The children will only mix with other children from their own bubble throughout the day and will not be able to play with other children on the playground as this will be staggered and zoned.</li> </ul>		L	1.DR 2.3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>3<sup>rd</sup> Dec 2021</b>
Tracing contacts and isolaton		<ul style="list-style-type: none"> <li>• Staff will identify 'high risk contacts'; these are children who have had very close or prolonged close contact with the child who has tested positive. This is likely to be children who the positive case sits next to on a regular basis. We will ask these parents to take their children for a PCR test and these children should remain off school while waiting for the result.</li> <li>• All other children in the class can continue to attend school. Parents will be informed that there is a positive case in the class and should remain vigilant to any developing symptoms for their child.</li> <li>• Government guidance states that individuals are are no longer required to self-isolate or advised to take daily tests and contact tracing has ended.</li> <li>• If someone in the household tests positive, children should stay off school for a period of 5 days (as advised by the Education Minister). If symptoms appear they should book a PCR test.</li> <li>• School has the right to refuse entry if it is necessary to protect other pupils and staff from possible infection with COVID-19.</li> <li>• All children isolating due to COVID-19 will be able to access their school work via Google Classroom, by the following working school day</li> </ul>			1.DR 2.3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>28<sup>th</sup> Feb 2022</b>



		(after notification).			
Staff, Staff interaction and Staff movement between bubbles	Staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>The wearing of masks in classrooms is now at the staff member's discretion. However, staff are encouraged to wear masks when, moving around the school, in communal areas (staff-room) and handing pupils over to parents.</li> <li>Staggering break times for all staff to make social distancing easier.</li> <li>Staff members entering different bubbles will be limited to the absolute minimum:               <ul style="list-style-type: none"> <li>o SLT, and Office staff – for a maximum of 15 minutes.</li> <li>o Cover Staff.</li> </ul> </li> </ul>		L	1.DR 2.3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>28<sup>th</sup> Feb 2022</b>
Stepping measures up or down	Staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>Contingency plans/ outbreak management plans outlining stricter control measures are available and ready for instances where we are advised to take extra measures.</li> </ul>			1.DR 2.3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>3<sup>rd</sup> Dec 2021</b>
Personal Hygiene, toilet facilities	Staff and children through the spread of COVID-19	<ul style="list-style-type: none"> <li>Handwashing facilities are available to all staff. These include those in the following locations: Staff toilets (office corridor and disabled toilet.) Classrooms Kitchen</li> <li>Frequent staff reminders to wash hands/ sanitise regularly and not to touch anything on way to/ from a destination.</li> <li>Providing hand sanitiser in multiple locations in addition to washrooms</li> <li>Providing tissues, bins and sanitiser within each group area to encourage pupils to 'Catch it, Bin it, Kill it'</li> <li>Should a child need to wait to use the toilet a</li> </ul>		L	1. All staff 2. 3 <sup>rd</sup> Sept 2021 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>28<sup>th</sup> Feb 2022</b>

		<p>designated waiting area will be available.</p> <ul style="list-style-type: none"> <li>• Enhancing cleaning for busy areas</li> <li>• Ensure an adequate supply of paper towels are available – spare packs available in classrooms/ toilets.</li> </ul>			
Lack of effective cleaning	Staff and children through the spread of COVID-19	<ul style="list-style-type: none"> <li>• A supply of cleaning and sanitising equipment will be placed into each classroom at the beginning of the day and out of reach of children. Staff within the 'bubble' will clean as required during the day.</li> <li>• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day.</li> <li>• Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home.</li> <li>• Hand sanitiser will be readily available in all areas of the school being used.</li> </ul>		L	<ol style="list-style-type: none"> <li>1. Caretaker/ Cleaners/ All staff</li> <li>2. 3<sup>rd</sup> Sept 2021</li> <li>3. 3<sup>rd</sup> Sept 21</li> </ol> <p><b>Reviewed:</b> <b>28<sup>th</sup> Feb 2022</b></p>
Lack of effective ventilation	Staff and children through the spread of COVID-19	<ul style="list-style-type: none"> <li>• External doors and windows should be open, where possible/ weather permitting, to increase ventilation.</li> </ul>		L	<ol style="list-style-type: none"> <li>1. Caretaker/ All staff</li> <li>2. 3<sup>rd</sup> Sept 2021</li> <li>3. 3<sup>rd</sup> Sept 21</li> </ol> <p><b>Reviewed:</b> <b>3<sup>rd</sup> Dec 2021</b></p>

Staff and parent interaction. (Including meetings)	Staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>• Parents will only be allowed on to the site to pick up children at the end of the school day.</li> <li>• Any concerns that need to be discussed with a staff member need to be done via telephone or email (<a href="mailto:postbox@st-francis-p.walsall.sch.uk">postbox@st-francis-p.walsall.sch.uk</a>) as this will help to ensure the safety of both staff and parents.</li> <li>• Access to the school is limited and only one person should escort a child to school or collect a child from school. The only exception would be where the person has a child/ren of primary school age or younger.</li> <li>• If meetings are required with parents they are done via telephone or Schoolcloud, in the first place. If face to face meetings are needed these are conducted in the open air, if possible, observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air and social distancing observed.</li> <li>• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</li> <li>• Where parents come into the school reception area, office staff will ensure that they are socially distanced at all times,</li> <li>• A record will be kept of all visitors to the school (inc contractors, etc). The school may be contacted by 'Test and Trace' and will cooperate fully with them.</li> </ul>		L	1.All Staff 2.3 <sup>rd</sup> Sept 21 3. 3 <sup>rd</sup> Sept 21 <b>Reviewed:</b> <b>3<sup>rd</sup> Dec 2021</b>
Staff, Staff interaction and Staff movement between bubbles	Staff through the spread of COVID-19	<ul style="list-style-type: none"> <li>• The wearing of masks in classrooms is now at the staff member's discretion. However, staff are encouraged to wear masks when,,: moving around the school, in communal areas (staff-room) and handing pupils over to parents.</li> </ul>		L	1.All Staff 2.3 <sup>rd</sup> Sept 21 3. 28 <sup>th</sup> Feb

		<ul style="list-style-type: none"> <li>• Staggering break times for all staff to make social distancing easier.</li> <li>• Staff members entering different bubbles will be limited to the absolute minimum:             <ul style="list-style-type: none"> <li>○ SLT, and Office staff – for a maximum of 15 minutes.</li> <li>○ Cover Staff.</li> </ul> </li> </ul>			2022  <b>Reviewed:</b>  <b>5<sup>th</sup> Jan 2022</b>
Parent queuing outside school	Staff and parents through the spread of COVID-19	<ul style="list-style-type: none"> <li>• Parents may have other children with them and it may not be suitable to queue alongside a busy road. A one way system on all entrances/ exits will be in place with social distancing markers.</li> <li>• Staff will be available to ensure safety and guidance at all times.</li> <li>• Parents are advised to wear masks when dropping off and collecting their child/ren, especially when they come onto the school premises.</li> </ul>		L	1. DR/ SLT  2. 3 <sup>rd</sup> Sept 2021  3. 3 <sup>rd</sup> Sept 21  <b>Reviewed:</b>  <b>28<sup>th</sup> Feb 2022</b>
Educational Visits	Staff and children through the spread of COVID-19	<ul style="list-style-type: none"> <li>• In line with the roadmap, schools can resume educational day visits, but are advised to ensure that new bookings have adequate financial protection in place.</li> <li>• Any educational day visits (inc. domestic residential visits) must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time.</li> <li>• Make use of outdoor spaces in the local area to support delivery of the curriculum, and prevent/ reduce the time spent on coaches, etc.</li> <li>• Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely.</li> </ul>	•	L	1. All Staff  2. 3 <sup>rd</sup> Sept 2021  3. 3 <sup>rd</sup> Sept 21  <b>Reviewed:</b>  <b>28<sup>th</sup> Feb 2022</b>

\* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
3/11/2021	Due to rising cases in Walsall school have made the following amendment: <b>Tracing contacts and isolation: If someone in the household tests positive, children should stay off school for a period of 10 days. If symptoms appear they should book a PCR test.</b>	AT/ DR	Dec 2021
1/12/2021	<b>Omicron Variant included</b> <b>Face coverings – strongly advised when working with pupils/ in communal areas</b>	AT	Jan 2022
14/12/2021	<b>Daily Testing guidance</b>	AT/ DR	Jan 2022
05/01/2021	<b>Isolation periods amended</b> - If someone tests positive (adults and/ or children), they should stay off school for a period of 7-10 days dependant on 2 negative LFD tests (24 hours apart) – with the first LFD test being taken on Day 6.	AT/ DR	Feb 2022
28/02/2022	<b>Removal of LFD testing</b> – in line with government guidance asymptomatic testing is not expected to continue. <b>Isolation days amended</b> (5 days) – in line with government guidance.	AT	Mar 2022