

SCHOOL RISK ASSESSMENT – COVID-19

NOTE: Due to the constantly changing situation, dynamic risk assessments must be carried out. The general risk assessment below MUST be amended to reflect each school's specific controls on an ongoing basis.



PART A. ASSESSMENT DETAILS:

Area/task/activity: Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Location of activity:

Team/School name: Address & Contact details:	Caton St Pauls	Name of Person(s) undertaking Assessment:	Ian Gittins
		Signature(s):	<i>Ian Gittins</i>
Line Manager/ Headteacher (Name/Title):	Ian Gittins	Date of Assessment:	This update: 4.1.22
Signature:	<i>Ian Gittins</i>	Planned Review Date:	31.1.22
How communicated to staff:	Email, INSET day, covering letter detailing changes	Date communicated to staff:	25.8.21 via email, 5.1.22

PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

	Potential hazards	Is the hazard adequately controlled?	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
1.0	Changes to official COVID19 guidance and advice.	S	<p>School regularly refers to official advice from DfE, PHE, HS&Q, HR and the school Advisory Team.</p> <ul style="list-style-type: none"> • 11 January 2022: Guidance for contacts • 11 January 2022: How to Stay Safe and Help Prevent the Spread • 5 January 2022: Action for Schools • 11 January 2022: Stay at Home: Guidance for households with a positive case

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			<ul style="list-style-type: none"> • <u>Lancashire Public Health STEP 2 model: When Thresholds have been reached</u>
1.1	Clinically vulnerable and clinically extremely vulnerable staff and/or pupils with pre-existing health conditions are at an increased risk of contracting the virus, causing further health issues.	Yes	<ul style="list-style-type: none"> • School applies measures, as far as is reasonably practicable, to reduce the risk to all staff, visitors and pupils including those who are extremely clinically vulnerable and clinically vulnerable. • All staff and pupils who are deemed to be <u>clinically extremely vulnerable</u> or <u>clinically vulnerable</u> (including those who are pregnant) are expected to attend school following the same guidance as others. • Those who are classified as extremely or clinically vulnerable should consider keeping their distance from others, limiting their contact with those they would not normally meet regularly.
1.2	Staff or pupils displaying symptoms of COVID19	Yes	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of the common signs and symptoms of COVID19. • Staff members and pupils are instructed to stay at home and self-isolate if they display symptoms of COVID19, including: <ul style="list-style-type: none"> ○ A new continuous cough ○ A high temperature ○ A loss, or change in, your usual sense of taste and/or smell • Staff or pupils who display the symptoms will be instructed to self-isolate for 10 days and book a PCR test. • If a pupil is in school and displaying the symptoms, their parent/guardian will be contacted and asked to collect them as soon

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			<p>as practicably possible. They will be instructed to begin self-isolation of 10 days and book a PCR test.</p> <ul style="list-style-type: none"> If a child is waiting to be collected and displaying COVID19 symptoms, they will be directed to wait in the school foyer and the main entrance door will be placed 'off-latch'. A member of the School Office team will be responsible for their safety and collection. When collected, the member of the School Office team will wipe down all surfaces in the foyer as well as following good personal hygiene procedures. If the staff member or pupil's PCR test result return is negative, they will be permitted to attend school so long as they are well enough to do so.
1.3	Staff or pupil tests positive for COVID19 using a Lateral Flow Test.	Yes	<p>The staff member or pupil must self-isolate immediately for 10 days. There is no requirement to take a confirmatory PCR test.</p> <p>The day of the test (or the day symptoms started) is classified as day zero. The self-isolation period end at midnight on day 10.</p> <p>On Day 5 and Day 6, the pupil or staff member can take a LFD Test. If both tests are taken 24 hours apart and both have negative results, the self-isolation can end after the second negative LFD Test result.</p> <ul style="list-style-type: none">
1.4	Staff or pupil tests positive for COVID19 using a PCR Test.	Yes	<ul style="list-style-type: none"> Staff member or pupil will be directed to self-isolate for 10 days from the onset of symptoms or the day of the test if asymptomatic. hours apart, isolation can end immediately. Staff member or parent of pupil will be asked to inform NHS Test and Trace of potential close contacts.

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			<ul style="list-style-type: none"> • On Day 5 and Day 6, the pupil or staff member can take a LFD Test. If both tests are taken 24 hours apart and both have negative results, the self-isolation can end after the second negative LFD Test result. • Close contact individuals are not required to self-isolate if they are fully vaccinated, below the age of 18 years and 6 months, have taken part in an approved COVID19 vaccine trail or are unable to get vaccinated for medical reasons. • Therefore, school staff (if fully vaccinated) and pupils can attend school as normal. If a member of a pupil's household tests positive, parents will be advised that all other members of the household should take daily LFD Tests for 7 days. In such circumstances, children are permitted to attend school if they have negative LFD Test results, are well and show no symptoms. A PCR test will be recommended but pupils can attend school whilst awaiting the results of this, assuming LFD test is negative. • School to inform parents of children in the same class that there has been a positive case and they may be close contacts. • The school will also inform staff members who have been immediate contacts and advise them to LFT for 7 days. However, there will be no direction to self-isolate unless symptoms are present. • For pupils who are instructed to self-isolate because they display COVID19 symptoms and/or have tested positive for COVID19 through a PCR test, remote learning opportunities will be put in place if they are well enough to access them.

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1.5	An outbreak of COVID19 within the school: 5 children or staff within a school phase or 3 children or staff within a class test positive for COVID19 via a PCR test within 10 days of each other.		<ul style="list-style-type: none"> • All positive cases are instructed to self-isolate (as in section 1.4). • Children with cases of Covid-19 in a household instructed to PCR test and await results before coming to school. • The school will discuss the outbreak with Lancashire Public Health and agree strengthening protective measures for two full school weeks, including: <ul style="list-style-type: none"> ○ Re-introducing mandatory staff face masks for corridors and communal areas (or where there is close proximity of people). ○ Adapting, limiting or postponing indoor events, trips, performances. • Re-introduce virtual Collective Worship. • See updated contingency plan for more detail.
1.6	An outbreak of COVID19 within school: COVID cases continue to rise rapidly within a 10 day period despite additional measures.		<ul style="list-style-type: none"> • Incident Management Team Meeting held between school and Lancashire Public Health to agree further measures for a further two full school weeks, including: <ul style="list-style-type: none"> ○ Re-introduce 'bubble' procedures across the school, including break, lunch, arrival and dismissal. ○ Cancel all non-essential visitors to the school. ○ Postpone all non-essential events. • Re-introduce remote learning for individual classes/phases for two full school weeks as necessary.

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2.0	<p>COVID-19 can still be spread through social contact. The risk can be mitigated by reducing the number of people, staff and pupils come into contact with during the day.</p> <p>It is no longer necessary to keep children in consistent groups ('bubbles'). This means that assemblies can resume, and there is no longer a need to make alternative arrangements to avoid mixing at lunch.</p> <p>Effective hand washing is one of the easiest ways to protect yourself and others from illnesses such as Covid-19.</p> <p>Washing your hands properly removes dirt, viruses and bacteria and prevents them spreading to other people and objects which in turn can spread illnesses such as Covid-19.</p> <p>Public Health England provides best practice guidance on how to wash your hands</p>	Yes	<ul style="list-style-type: none"> • Guidance and training provided to all staff as well as regular updates from senior leaders to inform staff of changes. Staff and children are aware of the benefits of social distancing. • All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities. • Staff meetings will have a COVID19 agenda item to recap responsibilities and discuss any issues. • The following measures will be in place for all school staff, pupils and visitors, with staff responsible for reminding pupils: <ul style="list-style-type: none"> ○ Regular hand washing encouraged with sanitiser and hand soap available at all times. Handwashing facilities are readily available. Hand sanitiser stations allow for regular hand cleaning. ○ Catch it, bin it, kill it procedure in place. ○ Additional midday clean of all touchpoints in school, including toilet areas. ○ Class teachers to wipe down table tops and other key touch point areas in classrooms with sanitising spray at lunchtime. • Good ventilation will be in place with class teachers ensuring that classrooms are adequately ventilated whilst still allowing for the maintenance of a comfortable working environment. Ventilation Inspection Checklist completed with H&S executive on

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			<p>21.9.21 Any required actions as an outcome from the ventilation inspection have been implemented or are being progressed accordingly (see details in action plan section).</p> <ul style="list-style-type: none"> • CO2 monitors are used in classrooms to monitor the air quality. These should be regularly charged and referred to by class teachers. Windows open to increase ventilation when necessary. • In accordance with the ventilation checklist school will ensure that appropriate ventilation is available in all occupied spaces. • Any areas identified with poor ventilation will be raised with the building services engineer. <ul style="list-style-type: none"> ○ Anyone showing COVID19 symptoms will be sent home and instructed to book a PCR test and self-isolate until the test results are returned (see sections 1.4/1.5) <p>Twice weekly Lateral Flow testing to be undertaken by all staff and regular visitors.</p>
2.1	<p>COVID-19 can still be spread through touching contaminated surfaces.</p> <p>An appropriate cleaning schedule must be in place and maintained. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>	Yes	<ul style="list-style-type: none"> • An enhanced cleaning schedule is in place. All repeatedly touched areas in school are cleaned in the middle of the day, and after school. • Shared areas are cleaned regularly: classroom surfaces are cleaned in the middle of the day, and after school. • Children are provided with a stationery pack to reduce the risk of transmission. • Classroom based resources are cleaned regularly. • Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a

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	<p>Where cleaning is required after a known or suspected case of COVID-19, refer to the guidance on cleaning in non-healthcare settings.</p> <p>Provide extra non recycling bins for the disposal of single use face coverings and PPE.</p> <p>Refer to the guidance on how to dispose of personal or business waste including face coverings and PPE.</p>		<p>member of staff or pupil displaying symptoms. School follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site;</p> <ul style="list-style-type: none"> Lidded bins in class are emptied daily
2.2	<p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</p> <p>Additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary when performing aerosol generating procedures (AGPs) <p>Non-symptomatic children who present behaviours which may increase the risk of droplet transmission such as biting, licking, kissing or spitting or who require care that cannot be provided without close hands-on contact, should continue to receive care in the same way as before COVID-19, including any existing routine use of PPE.</p>	Yes	<ul style="list-style-type: none"> All staff to wear facemasks in corridors and when moving around school. Visitors to school will be asked to wear face masks indoors, in line with Government guidance Parents encouraged to wear masks on school site but this is not compulsory. PPE to be worn when dealing with someone who has Covid-19 symptoms.

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	<p>No additional PPE should be necessary because staff are dealing with non-symptomatic children in a non-healthcare setting, therefore the risk of viral transmission is very low.</p> <p>Delivering First Aid to pupils Children and young people who require first aid should continue to receive care in the same way. No additional PPE is needed because of COVID-19 for anyone who does not have symptoms.</p> <p>First Aiders should familiarise themselves with the Government guidance for first responders and the HSE Guidance on First Aid during the coronavirus pandemic.</p> <p>The safe removal of PPE is a critical consideration to avoid self-contamination. Staff should familiarise themselves with the Government guidance on the use of personal protective equipment.</p> <p>Disposal of PPE Disposal of used PPE and other waste should be in line with cleaning non-healthcare settings outside the home.</p> <p>Settings such as special schools that generate clinical waste should continue to follow their usual waste policies.</p>		
2.1	Transmission of COVID19 during travel to and from school on dedicated transport, including trips/swimming.	Yes	<ul style="list-style-type: none"> The school expects, and requests a copy of, the travel company's risk assessment in relation to transporting children safely under COVID19

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			<p>and being COVID secure. The school should have this available to anyone at request.</p> <ul style="list-style-type: none"> Assurances have been given by transport providers that transport is cleaned regularly and that high touch points are sanitised prior to a school pick up/drop off. Hand sanitiser is used upon boarding and/or disembarking transport.
2.2	Transmission of COVID-19 when arriving or departing school.	Yes	<ul style="list-style-type: none"> When visitors arrive at school and are needing to attend the main building, they will first be instructed to follow hand hygiene procedures and asked to sign in as usual The school arrival procedures will be as follows: <ul style="list-style-type: none"> Main drive used for arrival and departure. Sapphire gate to be used as an exit only. Church gate used as entrance and exit. Parents will be encouraged to have only 1 adult dropping off and picking up children. Older children encouraged to enter school site independently. Classrooms will be open from 8:45am. Drop off will be from 8:45am – 9:00am to allow a 15-minute window for children to enter school. Children to enter school as follows: <ul style="list-style-type: none"> Pre-school: Pre-school door Diamond Class: Diamond Class door Ruby Class: Ruby Class door Topaz Class: Corridor doors Emerald Class: Emerald Class door (old Sapphire Class door) Sapphire Class: Corridor doors

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			<p>Amethyst Class: Amethyst Class door (old Pre-school door)</p> <p>Parents and children not to enter site until 8:45am.</p> <ul style="list-style-type: none"> ○ School finish times will be 3:10pm for Diamond and Ruby class and 3:15pm for others. Parents and children expected to leave school grounds quickly at the end of the day. ○ Children to exit school from the same door that they entered through. ○ Parents encouraged to keep distance from others on the playground.
2.3	Transmission of COVID-19 on educational events off site due to mixing in public spaces.	Yes	<ul style="list-style-type: none"> ● When organising Educational Visits, the school will consider and balance the benefits of the enhancement opportunity on the children's education with the risks involved. ● A thorough Educational Visit Risk Assessment will be carried out in conjunction with the venue and venue staff to ensure that all suitable control measures are in place to limit public contact.
2.4	Transmission of COVID-19 through airborne particles due to face to face meetings with persons outside of the school staff.		<ul style="list-style-type: none"> ● Good hand hygiene procedures will be carried out. ● Visitors to the school will be informed of the school's control measures. ● Good ventilation will be in place. ● Parents evenings to be held virtually in Autumn term to reduce risk. Other events in school will be assessed accordingly and held where it is clear circumstances can be mitigated to keep people safe. Social

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			distancing, mask wearing, one-way systems, ventilation, hand washing, lateral flow test requirements for parents and enhanced cleaning will all be implemented
3.1	Increased stress and anxiety in staff.		<ul style="list-style-type: none"> • Senior personnel monitor working arrangements and offer support and advice where necessary. • Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day. • A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur. • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their line manager will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work. • Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> ○ Employee Wellbeing ○ MIND web site ○ H&S COVID-19 web page • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.

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			<ul style="list-style-type: none"> The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. In cases where staff members have relatives that pass away during the pandemic, they are encouraged to discuss this with the Headteacher to discuss matters pertaining to the funeral arrangements and agree, at the Headteacher's discretion, appropriate leave.
3.2	Dealing with emergency situations, including: accidents, security and evacuation, during the COVID-19 pandemic.		<ul style="list-style-type: none"> First Aid will be carried out as and when necessary by an appropriate adult. Fire Doors may be kept open to aid ventilation, but must be closed if the room is left unoccupied.
4.0	Changes to official COVID-19 guidance and advice relating to the self-test scheme		<ul style="list-style-type: none"> The content of this risk assessment is based on the NHS COVID-19 National Testing Programme, rapid testing of primary and nursery workforce 'How to guide' and the NHS Test & Trace step-by-step guide for COVID-19 self-testing available on the Governments Primary School Document Sharing Platform;
4.1	Failure to obtain consent/lack of participation		<ul style="list-style-type: none"> School has issued the standard letter to all staff explaining the benefits of and arrangements for testing and seeking consent; Testing is not mandatory for staff however participation in testing is strongly encouraged by the school in order to identify asymptomatic individuals, reduce the spread of the virus and protect colleagues and the wider community; Staff are aware that they can stop participating in the testing arrangements at any point.

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4.2	Inappropriate Sharing of Information		<ul style="list-style-type: none"> • All staff have been advised to read the school's privacy notice to enable them to understand what will happen to their data; • The test kit log and test results register are separate documents so that those signing for test kits cannot see the results of their colleagues; • Care is taken when handling personal information to ensure all necessary precautions are taken and that it is not shared with anyone who is not directly involved in dealing with the test results; • Care is taken when entering and saving personal information electronically. School already has appropriate arrangements in place for this from other areas of work; • Arrangements for dealing with any breaches of GDPR are understood and adhered to by the Headteacher and School Business Manager.
4.3	Poor administration and implementation of testing programme		<ul style="list-style-type: none"> • School has allocated a staff member to the role of Covid-19 Coordinator Mrs Sally Glennon who will support the following functions; <ul style="list-style-type: none"> ○ Communicating with stakeholders; ○ Ensuring staff are given the right instructions and that they sign for the test kits using the test kit log; ○ Reporting incidents and ensuring they are investigated; ○ Storing and reporting any required data;

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			<ul style="list-style-type: none"> ○ Reordering of test kits when required; <p>School has allocated a staff member to the role of Registration Assistant (Mrs Amelia Preece) who will support the following functions (can be the same person as COVID19 Coordinator if needed);</p> <ul style="list-style-type: none"> ○ Distributing the correct number of test kits to staff and managing the schedule for the distribution of subsequent kits; ○ Inputting test results from staff into the school test results log; ● Sending reminders to participants on test days to take a test and to communicate their results online or by phone, and to the school; ● Responding to staff questions; ● Working with the Covid Coordinator to manage the stock of test kits.
4.4	Positive Test Result		<p>All staff have been instructed on what action to take in the event of a positive test result including:</p> <ul style="list-style-type: none"> ○ The individual to self-isolate in accordance with current Government guidance; ○ Informing the Covid Coordinator immediately to enable close contacts to be informed as soon as possible; ○ Report the result online or by phone to NHS Test & Trace to receive further guidance on what to do;

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			<ul style="list-style-type: none"> ○ Undertake a follow up PCR test on the same day or as soon as possible to confirm the result and inform the school of the outcome; • Staff who have a positive LFD test result will be treated as if they were a positive COVID-19 case in terms of the prevention of infection to others; • Staff who have a positive result from a PCR test will not be required to self-test using the LFD for 90 days from the date they became positive as the LFD test may give a false positive result. After a period of 90 days staff should resume LFD testing.
4.5	Negative Test Result		<p>All staff have been given the following instruction in the event of a negative test result:</p> <ul style="list-style-type: none"> • A negative result is not a guarantee that they do not have COVID-19; • They must continue to strictly follow the control measures set out in the school's general COVID-19 risk assessment including regular handwashing, social distancing and wearing face coverings when required; • The Lateral Flow Device testing programme does not replace the current testing policy for those with symptoms. If they are symptomatic (even if they recently had a negative LFD test result), they must still self-isolate immediately according to government guidelines; • They are not required to provide proof of a negative test result to attend school or nursery in person as the LFD testing programme is voluntary.

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Caton St.Paul's (Name of school)

Signed: Ian Gittins

Name: Ian Gittins

Risk Assessor:

PART C: ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed