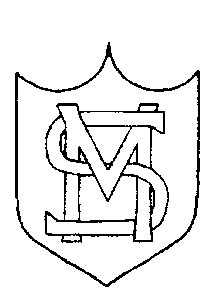
**St. Mary’s Catholic Primary School**



**Risk Assessment for CORONAVIRUS PANDEMIC (COVID-19) following changes to**

Government Guidance as at November 21 (following Prime minister announcement 27th

November 2021). This will change if required where Government guidance updates have a

material effect on aspects of this assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| ***School:*** | | | |
| ***Headteacher:*** | M.Creed | ***Persons undertaking the assessment:*** | CO’Neill |
| ***Work Activity being assessed:*** | COVID-19 Risk Assessment for Schools | ***Risk Assessment Number:*** | 10 |
| ***VERSION NUMBER*** | 12 |
| ***Date of assessment:*** | 17th December 2021  (Update 4th January 2022) | ***Date of next review:*** | End of January 2022 or sooner if Government advice changes |

|  |  |
| --- | --- |
| **SCOPE OF OPERATION, LOCATION AND PERIOD** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  *facilities/activities relevant to your school*  Education settings must be able to achieve the following controls as defined by the Department of Education guidance.  [Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance)  Updated November 2021 (following Prime Minister announcement 27th November 2021). | [HSE - Coronavirus/working-safely](https://www.hse.gov.uk/coronavirus/working-safely/index.htm)  [HSE - New and Expectant Mothers](https://www.hse.gov.uk/toolbox/workers/mothers.htm)  [HSE - Protecting New and Expectant Mothers at Work](https://www.hse.gov.uk/mothers/)  [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)  [HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)  [HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm)  [HSE - Coronavirus / PPE Face Masks](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)  [HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm)  [HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)  [HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)  [HSE - Coronavirus - Legionella Risks](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm)  [HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)  [NHS - 111 - COVID-19](https://111.nhs.uk/covid-19)  [NHS UK / Coronavirus / Latest NHS Info.](https://www.nhs.uk/conditions/coronavirus-covid-19/)  [NHS / Coronavirus / Testing & Tracing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)  [Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)  [Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/)  [GOV.UK - Coronavirus (COVID-19): advice for pregnant employees - GOV.UK](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)  [Royal College of Paediatrics and Child Health - COVID-19](https://www.rcpch.ac.uk/key-topics/covid-19)  HSE Coronavirus – Air Conditioning and Ventilation CIBSE – Coronavirus COVID - 19  [GOV.UK - COVID-19 Response: Summer 2021](https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/covid-19-response-summer-2021)  [GOV.UK - Government Collections - Coronavirus COVID-19 Guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)  GOV.UK Schools Operational Guidance COVID - 19  [GOV.UK - Guidance for Schools Coronavirus COVID-19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)  [GOV.UK - Publications - Guidance for people previously considered Clinically Extremely Vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)  [Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)  [GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)  [GOV.UK - Government / publications / COVID-19 (Asymptomatic-testing for staff in Primary Schools and Nurseries (Rapid Asymptomatic Testing for Staff)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)  [GOV.UK - Government / Publications / Coronavirus - COVID-19 (Asymptomatic testing in Schools and Colleges)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges)  [GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)  [GOV.UK - Government / Publication Stay-at-Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)  [GOV.UK - NHS Test & Trace - How it works](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works)  [GOV.UK - Guidance / Ccoronavirus-COVID-19 - Getting tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)  [GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  [GOV.UK - Guidance / Contacts PHE Health Protection Teams](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)  [GOV.UK - Coronavirus Test](https://www.gov.uk/get-coronavirus-test)  [GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  [GOV.UK / Guidance / How to Quarantine (when-you-arrive-in-England)](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england)  [GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)  [GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)  [GOV.UK - Government Publications - Health & Safety on Educational Visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)  [GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)  [GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation)  [GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)  [GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak)  [GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own) |
| Reference should be made to the various guidance documents available from GOV.UK as on the right-hand side of this document.  The guidance from UK GOV is constantly updated and changes frequently so best practice requires that attention to these guidance notes and their updates is required. |
| Useful Contacts:  PHE North East and North Central London Health Protection Team  4th Floor wellington house, 133-155 Waterloo Road,  London,  SE1 8UG  [necl.team@phe.gov.uk](mailto:necl.team@phe.gov.uk)  Phone:020 3837 7084 (option 0,then option 2)  Urgent out of hours advice for health professionals only: 0151 434 4319 or 020 3837 7084 |
| **LOCATION:**  **St Mary’s Catholic Primary** |
| **WHEN DOES THE ACTIVITY TAKE PLACE**  **Normal school hours**  **LEGAL REQUIREMENT**  The legal requirement in a nutshell is to reduce risk ‘as low as reasonably practicable’ (ALARP).We are required to do this using risk assessment and so doing we are also meeting with the strong moral obligations to reduce risk in a school environment. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Coronavirus Risk Assessment** | | | | | | | | |
| **Activity:** | Risk Assessment for Schools in response to Coronavirus | | **No. of pages:** | | 31 | **Page number:** | | 6 |
| **What are the hazards?** | **Who is at risk and How would they be harmed?** | **CONTROLS**  **What is currently done to reduce / control the risk?** | | **What further action do you need to consider to control the risks?**  **-What more can be done to reduce risk?** | | | **Action by whom, by when?** | | |
| PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL | | | | | | | | | |
| Increased risk of infection due to mutations of the Coronavirus. | All staff, pupils  and others may be at greater risk of contracting the virus due to variant strains | All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures.  There is no need for primary age pupils to test.  Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)  NHS.UK – COVID-19 Regular Rapid Coronavirus Tests (if you do not have symptoms)  Staff and pupils with a positive LFD test result should self-isolate in line with the  [GOV.UK - Government / Publication Stay-at-Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)  They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, they should continue to self-isolate. | | Staff should continue undertake twice weekly home tests with lateral flow device (LFD) test kits, 3-4 days apart. Government guidance states that testing remains voluntary but is strongly encouraged.  Asymptomatic testing remains important in reducing the risk of transmission of infection within school. | | | Senior Leadership Team. | | |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff  Parents  Contractors  Visitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser  [HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)  [HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](https://www.hse.gov.uk/coronavirus/cleaning/bathrooms-toilets-washbasins.htm)  We have provided water, soap and drying facilities at wash stations  We have provided information on how to wash hands properly and display posters  We provide hand sanitiser for the occasions when people can’t wash their hands | | Monitoring and supervision is in place to make sure people are following controls  Signs are up to remind people to wash their hands  Information is provided to your staff about when and where they need to wash their hands  If people can’t wash hands, information is provided about how and when to use hand sanitiser  All staff are aware of the need to inform the office or site manager if they need to replenish hand washing/sanitising facilities  Staff are aware of the need to check their skin for dryness and cracking and tell them to report to you if there is a problem | | |  | | |
| Respirable infection - Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | Workers  Customers  Visitors  Contractors  Drivers | Careful monitoring and procedures for:  .  ➢ areas where people will congregate, e.g. staff rooms, meeting rooms non-fire doors are left open to reduce the amount of contact with doors and also potentially improve workplace ventilation fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment has been amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation-   * In addition please note that for final fire exit doors (doors that lead to the outside world) there is no requirement to have these closed for purposes of fire precautions.   ➢ areas where there are pinch points e.g. narrow corridors, doorways, storage areas  ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc  ➢ areas and surfaces that are frequently touched but are difficult to clean  ➢ communal areas where air movement may be less than in other work areas.  ➢ facilities are organised so that people feel safe - spacing out tables in meeting rooms, staff rooms  ➢ where possible put in place physical impervious barriers (e.g. Perspex in reception areas) have been put in place to reduce contact  ➢ The option of online meetings is available, even for people working in the same building, to reduce the number of people moving around  ➢ People are encouraged to move around the school using the outside as far as possible  ➢ Staff are provided with lockers or locked cupboards to keep personal belongings in so that they aren’t left in the open  ➢ Surfaces, such as kitchen sides and tables, in communal areas are kept clear for people to sit and eat at to make cleaning easier  ➢Washing facilities and hand sanitiser at are provided at accessible places near to where people have contact with high traffic communal areas.  ➢ Signs have been put up to remind people to wash and sanitise hands and not touch their faces  ➢ Cleaning regimes are in place to make sure high traffic communal areas are kept clean and staff are aware that all are responsible for tidying and cleaning anything they have used. | | Monitoring and supervision is ongoing to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, fire door controls  Near-miss reporting to also help identify where controls cannot be followed, or people are not doing what they should  Government guidance now states  “Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.”  The school is aware that employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm), including advice for employers and employees on [how to talk about reducing risks in the workplace](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm). | | | C.O’Neill | | |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus  Potential for Stress or Anxiety caused by  fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working*.* | All staff - anxiety stress or other mental health issues | School to follow guidance on stress and mental health  [GOV.UK - Extra mental health support for pupils and Teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers)  SLT talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through  Staff are kept updated (daily briefings) on what is happening so they feel involved and reassured | | Further advice and support as provided by agencies such as Enfield Psychology Service  Share information and advice with workers about mental health and wellbeing  Consider an occupational health referral if personal stress and anxiety issues are identified | | | Leadership team | | |
| Poor workplace ventilation leading to risks of coronavirus spreading | Staff  Parents  Contractors  Visitors  Poor ventilation increases how much virus could be in the air and the risk from aerosol transmission. | Natural ventilation is the best system – opening windows and doors where possible is the simplest method to improv ventilation.  Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2.  HSE Coronavirus – Air Conditioning and Ventilation  Any areas which may need additional ventilation to increase air flow have been identified.  Although CO2 levels are not a direct measure of exposure to COVID-19, checking levels using a CO2 monitor can help when identifying poorly ventilated areas. People exhale CO” when they breathe out and if there is a build up it can indicate ventilation needs improving.  Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment has been amended and records of briefing to staff maintained, so fire doors can be kept open to improve ventilation)  Additional ventilation is provided by for e.g. mechanical ventilation, desk fans, air movers etc  The school would not be using air conditioning during this time | | for air conditioning maintain air circulation systems in line with manufacturers’ recommendations  By walking around the building, if it is not possible to tell easily how an area is ventilated, it may be that it is poorly ventilated. | | |  | | |
| Shielding - People previously considered clinically extremely vulnerable (CEV).  These will not be advised to shield in the future or follow specific national guidance.  [GOV.UK - Guidance for people previously considered clinically extremely vulnerable from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | The government will continue to assess the situation and the risks posed by COVID-19 and, based on clinical advice, will respond accordingly to keep the most vulnerable safe. | As a minimum, previously CEV staff should continue to follow the same [guidance](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae)  on staying safe and preventing the spread of COVID-19. Those with a health condition should consider, alongside any advice from their clinician, if additional precautions are right for them. Guidance says for formerly CEV they should include:   * considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone’s second dose of a COVID-19 vaccine before being in close contact with others * considering continuing to practise social distancing if that feels right for you and your friends * asking friends and family to take a rapid lateral flow antigen test before visiting you * asking home visitors to wear face coverings * avoid crowded spaces | | Staff should consider advice from their health professional on whether additional precautions are right for them.  The Government recommend that all school staff and eligible pupils take up the offer of a vaccine. | | |  | | |
| Children and young people, including those previously considered to be clinically extremely vulnerable (CEV). | According to Government guidance  [GOV.UK Schools Operational Guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omnicron_-_29_Nov.pdf)  Clinical studies have shown that children and young people, including those previously considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. | The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. | | If advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.  The Government recommend that all school staff and eligible pupils take up the offer of a vaccine. | | |  | | |
| Increased risk of infection to and from vulnerable children, SEND or children with disabilities  Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting) | Staff and Pupils  HOW  Increased risk of infection due to either physical difficulties or behaviour issues related to children’s needs | Whilst following all other mitigation and control measures in this risk assessment where there is a care/support plan in place then this would be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.  Measures needed to manage behaviour and/or personal protective equipment that might be needed, would be considered. | | School would review relevant support/care/other plans relating to individual children.  Individual pupil risk assessment where appropriate to support Covid 19 control measures, would be carried out. | | | Increased risk of infection to and from vulnerable children, SEND or children with disabilities  Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting) | | |
| Staff with COVID-19 symptoms (not relating to the Omicrom variant) and potentially spreading to staff and others | Virus could spread to others from those with symptoms  Isolation rules are unchanged for non-Omicrom variants of COVID- 19 | Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.  Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant.  From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:  • fully vaccinated adults – people who have had 2 doses of an approved vaccine  • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status  • people who are not able to get vaccinated for medical reasons  • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.  Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.  The following link describes when to self-isolate and when not to self-isolate. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)The NHS advice states:*“How long to self-isolate**If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 7 full days (if lateral flow tests on days 6 and 7 are negative – changed from 22nd December).**You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.**Read more about*[*how long to self-isolate*](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/).” | | Staff who become symptomatic should [self-isolate for 10 days](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).  Please read the explanation from the link where criteria is clearly laid out. When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) | | |  | | |
| Individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant | All – Irrespective of age or vaccination status | Individuals should be contacted directly by [NHS Test and Trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) and will be contacted directly and required to self-isolate immediately and asked to [book a PCR test](https://www.gov.uk/get-coronavirus-test)  PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.  In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See Circumstances where people are not able to wear face coverings: for exceptions to this. Face coverings do not need to be worn when outdoors. | | Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19 | | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 2 – SCHOOL SETTINGS** | | | | |
| **What are the hazards?** | **Who is at risk and How would they be harmed?**  (e.g. staff, public, contractors – trip, slip, fall, assault) | **CONTROLS**  **What is currently done to reduce / control the risk?** | **What further action do you need to consider to control the risks?**  **-What more can be done to reduce risk?** | **Action by whom, by when?** |
| Teachers working from home and pupils using DSE equipment.  Note: This section is not relevant as all staff have been working in school since March 2021 – it has been left in with what would happen if there was a change for specific individuals. | Staff working from home and pupils studying from home.  Musculoskeletal disorders as a result of using DSE at home for a long period of time | For Schools with access to Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.  Follow guidance on display screen equipment in the HSE Protect homeworkers page  [HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)  [HSE - Coronavirus/Working Safely / Protect People](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)  There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed  For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly  For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home  Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. | Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE’s  [HSE - Protect home workers (Coronavirus)](https://www.hse.gov.uk/toolbox/workers/home.htm)  It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs. |  |
| Preparation of school and ongoing compliance checks | Pupils  Staff | Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)   * Usual premises checks * Water treatments/checks (e.g. legionella) * Fire alarm testing * Repairs * Grass cutting * Portable Appliance Testing * Fridges and freezers * Boiler/ heating servicing * Internet services• * Insurance covers reopening arrangements   Posters erected about handwashing and persons with COVID symptoms not to enter the school  Evacuation routes and signage have been reviewed | A formal / recorded full pre-opening premises inspection (3/9/2021)  Ongoing monitoring to ensure relevant and clearly visible (ie not damaged or weathered) | C.O’Neill and W.Allen  All staff involved |
| Pregnant women at any gestation ***who are vaccinated*** | *Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.*  Some higher risk occupations such as those with greater public contact may carry a higher risk of exposure to the virus. | A pregnant worker’s risk assessment must first be carried out with Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.  Where a staff member prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.  Discussion with the pregnant staff member would take place before any physical return to the workplace.  In school robust measures are in place to mitigate risks.  The school understands there must be a COVID-19 risk assessment and control measures in place and that consultation on the general COVID-19 risk assessments should take place for the staff and their arrangements.  The school is aware that risks should be removed or managed. If this cannot be done, staff would be offered suitable alternative work or working arrangements (including working from home) or be suspended on normal pay. | Consideration would also be given to requests from employees to be based at home.  The risk assessment would be reviewed regularly, (MINIMUM EACH TRIMESTER) everything reasonably practicable would be done to protect the staff member from harm.  Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.  The member of staff should only continue working if the risk assessment advises that it is safe to do so.  The school would ensure that the member of staff is able to adhere to any active national guidance on social distancing. | Headteacher |
| Pregnant women at any gestation ***who are unvaccinated or not fully vaccinated***  If the member of staff is pregnant and unvaccinated or not fully vaccinated, the school would take a more precautionary approach. | *Infection of COVID-19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.*  Unvaccinated or not fully vaccinated women at any gestation have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19. | A pregnant staff member’s risk assessment must first be carried out with the staff member and Occupational Health. The risk assessment process can be found in the New and Expectant Mother’s briefing V10 available on The Hub.  Where the staff member prefers, they may use input and consultation to the risk assessment from their GP or other clinician they are engaged with in place of the occupational health team.  The school is aware that discussion with the pregnant worker must take place before any physical return to the workplace.  The member of staff should seriously consider getting the COVID-19 vaccine and completing their vaccination schedule of 2 doses to protect themselves their baby.  The school is aware that there must be a COVID-19 risk assessment and control measures in place in school and that consultation on the general COVID-19 risk assessments should take place and its arrangements.  Risks should be removed or managed. Consideration would be given to staff for suitable alternative work or working arrangements (including working from home) or be suspended on normal pay. | Consideration would also be given to requests from employees to be based at home.  The risk assessment would be regularly reviewed (MINIMUM EACH TRIMESTER) and everything reasonably practicable done, to protect the staff member from harm.  Ongoing government advice and possible outbreaks of COVID will require a full review of measures and this assessment.  The member of staff would only continue working if the risk assessment advises that it is safe to do so.  The school would ensure that the member of staff is able to adhere to any active national guidance on social distancing.  The member of staff would be supported with appropriate risk mitigation arising from the risk assessment. | Headteacher |
| Pregnant women contracting  Coronavirus, whilst using public transport | Infection of COVID-19 at higher risk in an uncontrolled environment on buses and trains etc | Consideration/ discussion for staggered start and finish times to avoid travel at peak times.  The government expects and recommends that people wear face coverings in crowded areas and this is compulsory in shops and on public transport. | Consideration would also be given to requests for other arrangements to be considered. |  |
| Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements | Staff and pupils  HOW  Disability might impact on how staff can move around the building or use the adjusted workplace | Leadership would discuss with and consider needs of staff on how any adjustments in the school will impact on them or might pose a new or different risk to them.  Consideration has been made as to whether the school needs to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation.  Employee needs risk assessments are carried out if appropriate.  Evacuation procedures for such staff that might be needed in an emergency would also be considered. | Individual staff members would be made aware by Ht or Dh/t to notify them if they fall into one of these categories, e.g. they start chemotherapy or are pregnant |  |
| Staff with COVID-19 symptoms and potentially spreading to staff and others | Virus could spread to others from those with symptoms | Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.  The following link describes when to self-isolate and when not to self-isolate.  When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)  The NHS advice states:  “How long to self-isolate  If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 7 days (reduced from 10 days since 22nd December, if lateral flow tests on days 6 and 7 are negative).  You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.  Read more about [how long to self-isolate](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/).” | If someone a staff member lives with has symptoms of COVID-19, or has tested positive for COVID-19, they may not need to self-isolate.  When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) |  |
| Potential transmission of virus from Welfare office | Welfare Staff and pupils | Staff to adhere to infection control policy.  Regular medication protocols to be followed.  Washing facility and sanitisers available in the welfare room.  Staff to frequently wash their hands.  Avoid/reduce close contact with pupils where possible.  Staff always wear face mask/gloves where appropriate or close contact is unavoidable. |  |  |
| Potential transmission in office areas | All | Desks to be located 2 metres apart if possible or screens provided where appropriate.  Staff have their own allocated laptops which are not shared.  Clear desk policy is robustly applied so as to enable effective cleaning.  Enhanced cleaning regime - including desks every night.  Cleaning wipes available on each desk to clean desks and equipment as needed before and after use.  Regular handwashing by staff and pupils or use of sanitiser if not near a wash hand basin.  Above applies to the ICT suite for pupils use as well. | Reminders at morning briefings  Staff to let office know if supply of cleaning materials are getting low. |  |
| Kitchen areas controlled by kitchen staff. | Kitchen Staff | The school kitchen has continued to operate and catering staff are aware of the need to comply with  [GOV.UK / Government Publications / COVID-19 for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) | Online refresher training for all staff including food hygiene for kitchen staff  Consistent monitoring of staff absence because of covid-19 symptoms/contact to ensure prompt return to work. |  |
| Potential transmission of virus during lunch/play breaks / food served in the dining hall | Staff and pupils | The order of going in to the dinner hall is on a rota in order to prevent a queue building up inside the school.  Pupils are encouraged to dispose of their left- over food in the bins.  Pupils are supervised as normal. |  |  |
| Handling Deliveries | Staff required to deal with deliveries | The school will always consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  Deliveries are made to a specific area in the school.  Staff wipe the outer surfaces of delivery boxes before handling/relocating/sorting the delivery  Staff wash hands after handling deliveries/packaging. |  |  |
| Potential transmission of virus from visitors/parents | All those who would come into contact with visitors | Parents visiting reception office to wait outside until any other parents have come out.  Parents collect their children in the main playground, standing behind clear lines in order not to be too close to the classes as they are brought out by their teachers.  Fixed/standalone sanitisers stations are set up at various locations including entry and exit points.  Screens have been installed at reception desk.  Staff regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.  Paper documentation from to and parents is reduced as far as possible. Where it is unavoidable, staff to ensure they wash and sanitise hands regularly. | Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms.  Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation to be updated. |  |
| Potential transmission of virus from contractors attending the school site | All those that would come into contact with Contractors | Contractors to be notified in advance not to attend the premises if they have symptoms  Attendance by contractors to be notified to reception desk in advance  Contractors to sign in at reception desk and declare they do not have symptoms.  Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area.  Site manager to liaise with and monitor the contractor maintaining social distancing where possible.  Sanitisers stations have been set up at various locations including entry and exit points.  Supervised and limited access to other parts of the building  There is a regular cleaning regime of public/communal areas. | Staff to observe and ask any contractors to leave the building if they have symptoms | Leadership/Admin reception staff |
| Potential Spread of virus from School Library | All Library Users and Staff | Staff to make use of any digital resources for pupils.  Pupil attend the library by class on a weekly rota basis. |  |  |
| Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments) | Music students and teachers  Singing indoors can increase the exhalation of droplets and so | Pupils play individually and in a well ventilated room and currently there are no class wind instrument lessons taking place.  Hymn practice takes place in the main hall, which is well ventilated and only with a limited number of classes at a time. |  | SL music lead  M.Jones |
| Physical education, sport and physical activity (enhanced risk via exhalation during exercise) | Pupils and teachers | P.E. lessons and after school sports clubs take place indoors and outside and follow the school’s [system of controls](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#system-of-controls).  [Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators) |  | P.E. subject lead and class teachers |
| Accidents, security and other incidents: | All | In an emergency, for example, an accident or fire, people do not have to stay apart if it would be unsafe.  People involved in the provision of assistance to others would pay attention to sanitation measures immediately afterwards, including washing hands. |  | Leadership team |
| Face Coverings – not wearing Face Coverings can increase the general spread or transmission of coronavirus from pupils and staff | Pupils and staff  Contracting and spreading virus | The Government recommend that in primary schools, face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.  Face coverings do not need to be worn when outdoors.  Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. | Health advice continues to be that children in primary schools should not be asked to wear face coverings.  See Circumstances where people are not able to wear face coverings Page 8 of  [Schools COVID-19 operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omnicron_-_29_Nov.pdf) |  |
| Travel between schools or other travel whilst at work  Travelling to and from school | All travelling staff and pupils | Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they follow any school procedures and consider measures they may need to take to minimise consider risk.  The school will encourage greater use of walking, cycling or own car rather than public transport if possible  Families using public transport should refer to ;  https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers | School to take part in projects and schemes like ‘Bike to School Week.’  Information on school website and in school newsletter regarding safe travel. |  |
| Fire Evacuation Procedures during the COVID-19 Pandemic | All occupiers of school buildings.  Evacuations require movements of large amounts of people which may compromise social distancing etc. | The school has reviewed procedures and feels that the lower frequency of fire drill – one this term and one in second half of spring term is appropriate.  The school has access to Schools Health & Safety Team Service, and can refer to the Schools Hub advice sheets; “Fire Evacuation Procedures” – COVID-19 – Sheet No. 5 |  |  |
| Educational visits during the COVID-19 Pandemic | Pupils, staff and others can pass on or pick up infection | Educational day visits Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.  Reference would be made to Government guidance on the link below as situations change.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits> | The school would undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we would consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We consult the [health and safety guidance on educational visits](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits) when considering visits. |  |
| Extra-Curricular activity | Spread of infection in breakfast or after school club or extra-curricular activity | This is a complex area that changes quite a lot and direct reference would be made to the Government guidance. [GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforceGOV.UK%20links) The school has opened up Breakfast Club again on the premises (run by ‘Sticky Fingers’). Children and staff are expected to follow all school controls in terms of sanitation, ventilation and numbers. | Monitor Government guidance for latest advice on what more can be done. |  |