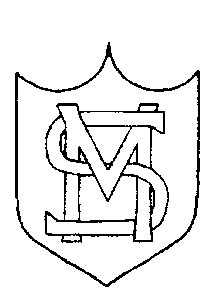
London Borough of Enfield

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



**RISK ASSESSMENT DURING CORONAVIRUS PANDEMIC (COVID-19) for continuing at full capacity following second lockdown from 5th November (2020).**

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| ***School:*  St Mary’s Catholic Primary School** | | | |
| ***Headteacher:*** | M. Creed | ***Persons undertaking the assessment:*** | M.Creed (Head teacher)  C.O’Neill (Deputy head) |
| ***Work Activity being assessed:*** | Risk Assessment for School in response to Coronavirus in the Autumn 2020 term | ***Risk Assessment Number:*** | Five |
| ***VERSION NUMBER*** | 6 - update |
| ***Date of assessment:*** | 17th December 2020 | ***Date of next review:*** | 11th January 2021 |

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| **SCOPE OF OPERATION, LOCATION AND PERIOD (i.e. AUTUMN TERM)** | **ASSOCIATED GUIDANCE** |
| **SCOPE OF OPERATION (description of tasks being undertaken):**  Education settings must be able to achieve the following controls as defined by the Department of Education guidance, before schools return full-time from the beginning of the Autumn term.  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  Separate guidance is available for early years, further education colleges and for special schools.  The current Risk Assessment has been updated and reviewed by the Headteacher, taking into account any practices and outcomes which have been developed. Consideration has been given to the additional risks and control measures so as to enable continuing at full capacity in the Autumn term. | NHS 111  <https://111.nhs.uk/covid-19>  <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>  <https://www.hse.gov.uk/mothers/index.htm>  <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  <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>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>  <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <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>  <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>  <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>  <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>  <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>  <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>  <https://www.gov.uk/coronavirus>  [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)    [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers)  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> |
| 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:  <https://www.gov.uk/government/news/uk-chief-medical-officers-statement-on-the-self-isolation-period-11-december-2020>  4th November  <https://www.gov.uk/coronavirus> (including further guidance on keeping safe for clinically extremely vulnerable).   1. 1 October 2020 2. Updated section on remote education expectations and support. 3. 17 September 2020   [What to do if a pupil is displaying symptoms of coronavirus (COVID-19)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomtic_children_action_list_SCHOOLS_FINAL_17-09.pdf)   1. 10 September 2020   Updated the section on managing confirmed cases of coronavirus (COVID-19) and what to do if a pupil is displaying symptoms of coronavirus (COVID-19). |
| **LOCATION:**  **St Mary’s Catholic Primary School**  **Durants Road**  **Enfield EN3 7DE** |
| **WHEN DOES THE ACTIVITY TAKE PLACE**  Premises open during normal working hours Monday to Friday |

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| **Coronavirus Risk Assessment** | | | | | |
| **Activity:** | Risk Assessment for School in response to Coronavirus | **No. of pages:** | 35 | **Page number:** | 5 |

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| **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 | | | | |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff  Parents  Pupils  Contractors  Drivers coming to school  Visitors | Follow the HSE guidance on cleaning, hygiene and hand sanitiser  <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  Provide water, soap and drying facilities at wash stations  Provide information on how to wash hands properly and display posters  Provide hand sanitiser for the occasions when people can’t wash their hands  Provide welfare facilities and washing facilities for visiting drivers  Monitoring and supervision in place to make sure people are following controls  Signs up to remind people to wash their hands | Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem |  |
| Getting or spreading coronavirus in common use high traffic areas such as main hall, corridors, staff room, toilets, entry/exit points s | Staff  Parents  Pupils  Contractors  Drivers coming to school  Visitors | Careful monitoring and procedures for:  .  ➢ areas where people will congregate, eg staff room, meeting rooms, leave non-fire doors 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 are maintained, so that fire doors can be kept open to improve ventilation-  ➢ areas where there are pinch points meaning people can’t meet the social distancing rules, e.g. narrow corridors, doorways, storage areas  ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, eg 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  The number of people in rooms is limited so that social distancing rules can be met, eg staggered breaks, maximum occupancy numbers for meetings agreed  ➢ Facilities such as staff rooms adapted so social distancing rules can be met  ➢ where possible physical impervious barriers (eg Perspex in reception areas) have been put in place to reduce contact  ➢ The use of online meeting facilities has been increased, even for people working in the same building, to reduce the number of people moving around  ➢ The flow of people is managed around the school building to allow social distancing rules to be met  ➢ Lockers are provided for people to keep personal belongings in when required, 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 are provided at accessible places near to where people will 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 relatively 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 | C.O’Neill Sept 2020 |
| Getting or spreading coronavirus through workers living together and/or travelling to work together | Staff | Discussion with staff who travel to work together to agree how to prevent the risks of spreading coronavirus | Ensure relevant staff are aware of this | H/t and D/ht |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | Staff  Parents  Pupils  Contractors  Drivers coming to school  Visitors | Use the guidance on cleaning and hygiene during the coronavirus outbreak <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  Surfaces are identified that are frequently touched and by many people eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom  The need for people to move around the school has been reduced as far as possible. This will reduce the potential spread of any contamination through touched surfaces  Shared work equipment is limited by allocating it on personal issue and where items are shared cleaning regimes are in place to clean between each user  Contact of people with surfaces has been reduced as afar as possible, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork  Areas that will need cleaning to prevent the spread of coronavirus have been identified, e.g. staff rooms, and level of cleaning has been established with relevant staff and cleaners.  Cleaning products that are needed have been identified (e.g. surface wipes, detergents and water etc) and how they should be used.  Staff aware of need to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects  Bins are sufficient in number and emptied frequently  Staff have areas for storing personal belongings in order to keep personal items out of work areas  Things like reusable boxes are regularly cleaned  Arrangements are in place to clean if someone develops symptoms of coronavirus at work.  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | Monitoring and supervision ongoing make sure people are following controls, ie are implementing the cleaning regimes implemented    Staff to be reminded of how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean | Induction September 2020 |
| 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*.*  NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis | All staff - anxiety stress or other mental health issues | School to follow guidance on stress and mental health  Senior staff to ensure all adults in school know that they can they can talk things through to alleviate anxiety  All staff are kept updated 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 staff about mental health and wellbeing  Consider an occupational health referral if personal stress and anxiety issues are identified |  |
| Contracting or spreading the virus by not social distancing | Staff  Parents  Pupils  Contractors  Drivers coming to school  Visitors | Areas have been identified where, under normal circumstances, staff would not be able to maintain social distancing rules  School has identified how people can be kept apart, in line with social distancing rules in the first instance.  This includes:  ➢ using marker tape on the floor  ➢ one-way systems  ➢ holding meetings virtually rather than face to-face  ➢ staggering start/end times  ➢ using empty spaces in the building for additional rest break areas and limiting seating in the staff areas  Where social distancing isn’t possible other physical measures have been introduced including:  ➢ enhanced cleaning regimes  ➢ increase in hand washing  ➢ limiting the amount of time people spend on the task  ➢ Staff understand need to stand back-to-back or side-by-side rather than face-to-face when working  ➢ ‘cohorting’ work teams so they consistently work together  ➢ ensuring adequate ventilation  - Display signs to remind people to socially distance <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm> | Ongoing dissemination of information so everyone understands what they need to do and continued reminders to ensure heightened awareness at all times |  |
| Poor workplace ventilation leading to risks of coronavirus spreading  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown> | All staff and pupils | Follow guidance on heating ventilation and air conditioning (HVAC)  <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems>  Fresh air is the preferred way of ventilating the school 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) is encouraged  <https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems> | - maintain air circulation systems in line with manufacturers’ recommendations |  |
| Increased risk of infection and complications for vulnerable workers:  Workers over 60 or those defined as clinically vulnerable, could be at higher risk of severe illness from coronavirus.  Those at higher risk or described as clinically vulnerable are defined in rhe list in the following link.  <https://www.gov.uk/guidance/new-national-restrictions-from> -5-November  (section 9) | **WHO**  Staff with protected characteristics  **HOW**  Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:  Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.  The causes of these increased risk factors are still not yet fully understood, and further research continues.  Disability might impact on how staff can move around the building or use the adjusted workplace. | The headteacher has taken into account with all staff, their journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration is be given to those people at higher risk  Headteacher to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in school will impact on them or might pose a new or different risk to them.  Consideration has been made as to whether there is a need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Consideration has been made of facilities for pregnant and new mothers- and a ‘ New and Expectant Mothers Risk Assessment’ would be carried out as relevant.  Consideration has been made of evacuation procedure for such staff that might be needed in an emergency.  From 5th November, further consideration of staff in clinically extremely vulnerable category. |  |  |
| Clinically Extremely Vulnerable (CEV) **Adults**  [https://www.gov.uk/guidance on Shielding and protecting People who are Clinically Extremely Vulnerable from COVID-19](https://www.gov.uk/guidance%20on%20Shielding%20and%20protecting%20People%20who%20are%20Clinically%20Extremely%20Vulnerable%20from%20COVID-19) | People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions described in the guidance. | Staff who are unsure if they are defined as CEV and have not been informed that they are on the Shielded patients list, should follow the new national restrictions from 5th November.  If they think there is a good clinical reason why they should be added to the Shielded patients list they will be advised to discuss their concerns with their GP or hospital clinician. |  |  |
| Clinically extremely Vulnerable (CEV) **Children**  [**https://www.gov.uk**](https://www.gov.uk) **–what parents/carers need to know about early years providers schools and colleges COVID-19** | Parents or guardians for children that are extremely vulnerable will have received a letter and advide from a doctor / clinician | More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19) even for children with existing health conditions.  Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice and can continue to attend nursery or school in this period.  If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery or school during the period of national restrictions. Parents will receive a letter confirming this advice from the health service.  Children who live with individuals that clinically extremely vulnerable or clinically vulnerable can continue to attend school. |  |  |
| Staff with COVID-19 symptoms and potentially spreading to staff and others  [GOV.UK – Stay at home guidance for households with possible coronavirus (COVID-19) infection](#_top) | Virus could spread to all | **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)**.**  **If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 10 days (changed 14th December). If the staff member starts symptoms they need to self-isolate for 10 days from that date**  Staff to seek a swab test which if negative means they can return from sickness absence (unless they have been in contact with a household member who tests positive, as above) |  |  |
| Exposure to workplace hazards because it isn’t possible to get normal PPE  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm> | Staff | Guidance on PPE during the outbreak  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>  Specific times when PPE is required have been identified.  The right protection factor for each situation has been agreed with staff.  <https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm>  Systems are in place to keep PPE supplies under review so that the school can take action if necessary before running out.  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm>  All are aware that face coverings are not PPE. |  |  |
| **PART 2 – SCHOOL SETTING** | | | | |
| **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?** |
| ***Preparation of the school before re-opening*** | Pupils  Staff | Premises and utilities have been health and safety checked and building is compliant   * Usual premises checks * Water treatments/checks (eg legionella) * Fire alarm testing * Repairs * Grass cutting * Portable Appliance Testing * Fridges and freezers * Boiler/ heating servicing * Internet services   • Any other statutory inspections   * Insurance covers reopening arrangements   Moving desks to be side to side and front facing, and if possible, allow social distancing  Posters erected about handwashing and persons with COVID symptoms not to enter the school  Evacuation and signage have been reviewed.  In the autumn term, schools can resume non-overnight domestic educational visits and conduct a risk assessment. The school has postponed the year six residential stay until March and will review again nearer the time. | School carried out a formal / recorded full opening premises inspection.  Risk assess before visit in March 21. | C.O’Neill and H&S governor – 11th September  All staff involved |
| ***Increased risk of infection and complications for vulnerable pupils and staff*** | Pupils/staff in clinically extremely vulnerable category | The guidance has change from 5th November and the school will follow this in consultation with relevant members of staff.  [GOV.UK – Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID- 19)](#_top)  Individual pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. The school would then be informed of any particular considerations and an individual risk assessment drawn up.  [Royal College of Paediatrics and Child Health – Guidance on Clinically Extremely Vulnerable Children and Young people](#_top) | Ongoing discussion with individual staff members as relevant  Individual risk assessment as relevant | Headteacher  C.O’Neill / staff member /parents/health professional |
| ***New and Expectant Mothers Contracting Corona virus, whilst at work or using public transport.***  ***NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).***  ***Only pregnant workers with defined conditions are considered Clinically Extremely Vulnerable (CEV).*** | 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.  The NHS say there is no evidence that pregnant women are more likely to get seriously ill from coronavirus. However, as a precaution they have been included in the list of those at moderate risk (clinically vulnerable). | School to carry out and regularly review the New and Expectant Mothers risk assessment for the individual, (EACH TRIMESTER) and would do everything reasonably practicable to protect the staff member from harm  Discussion with the new or expectant mother would take place before any physical return to the school/workplace.  Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group. They are not defined as clinically extremely vulnerable and are able to continue to work in school in line with current guidance.  Those individuals who are defined clinically extremely vulnerable (CEV)are adviced to not go in to work. Individuals in this group will have been identified through a letter from the NHS or form their GP and may have been advised to shield in the past. H/T or DH/t would speak to any member of staff about how they would be supported during the period of national restriction.  Expectant mothers can return to work as long as we have a Covid 19 risk assessment and control measures in place in school.  Consultation on the general Covid risk assessments for the school and its arrangements | Particular care to follow the social distancing guidelines, by keeping 2 metres away from others wherever possible or 1 metre, plus other precautions.  Continue to follow any changes in government guidance and possible outbreaks of COVID; this will require a full review of measures and this assessment. | H/t and Dh/t |
| ***Moving around, evacuation and use of the building by staff with protected characteristics or defined as Clinically Vulnerable (e.g. disability, pregnancy & new mothers, religion)*** | **WHO**  Staff with protected characteristics  **HOW**  Disability might impact on how staff can move around the building or use the adjusted workplace | The school will consider staff who have protected characteristics.  The headteacher will discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.  Any staff in the ‘clinically vulnerable’ category are advised to follow the relevant guidance available for [GOV.UK-Guidance New National Restrictions from 5th November](#_top)  The leadership team has considered whether we need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. An employee needs risk assessments would be carried out if appropriate. | Individual cases to be considered as appropriate following discussion  Evacuation procedures for such staff would be considered in the event of an emergency. | H/t |
| ***Clinically extremely Vulnerable (CEV)***  [https://www.gov.uk/guidance on Shielding and protecting People who are Clinically Extremely Vulnerable from COVID-19](https://www.gov.uk/guidance%20on%20Shielding%20and%20protecting%20People%20who%20are%20Clinically%20Extremely%20Vulnerable%20from%20COVID-19) | People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions described in the guidance. | Staff who are unsure if they are defined as CEV and have not been informed that they are on the Shielded patients list, should follow the new [national restrictions from 5th November.](#_top)  If they think there is a good clinical reason why they should be added to the Shielded patients list they will be advised to discuss their concerns with their GP or hospital clinician. |  |  |
| Increased risk of infection and complications for vulnerable workers:  Workers over 60 or those defined as clinically vulnerable, could be at higher risk of severe illness from coronavirus.  Those at higher risk or described as clinically vulnerable are defined in rhe list in the following link.  <https://www.gov.uk/guidance/new-national-restrictions-from> -5-November  (section 9) | **WHO**  Staff with protected characteristics  **HOW**  Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people’s vulnerability or is a ‘risk factor’ in relation to COVID-19. Such as:  Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.  The causes of these increased risk factors are still not yet fully understood, and further research continues.  Disability might impact on how staff can move around the building or use the adjusted workspace. | The headteacher has taken into account with all staff, their journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration is given to those people at higher risk  Headteacher will discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in school will impact on them or might pose a new or different risk to them.  Consideration has been taken with individuals about the nature of their work and adaptations to ensure lowest risk.  Consideration has been made as to whether there is a need to put in place any particular measures or reasonable adjustments to take account of duties under the equalities legislation. Consideration has been made of facilities for pregnant and new mothers- and a ‘ New and Expectant Mothers Risk Assessment’ would be carried out as relevant.  Consideration has been made of evacuation procedure for such staff that might be needed in an emergency.  Staff:   * should be especially careful to follow the rules and minimise their contact with others. * Should continue to wash hands carefully and more frequently than usual and maintain thorough cleaning od frequently touched areas in their home and / /or workspace. | Staff are aware of how to notify H/t that they fall into clinically vulnerable or more at risk categories.  H/t and Dh/t will engage in discussion with staff in clinically and clinically extremely vulnerable groups –risk factors are taken into consideration along with perception of staff member. Where there is agreement that risk factors can be mitigated with the control measures in place no cahne will be made.  If there is an increased risk for a staff member despite existing or being put in place (for CEV), appropriate changes will be made to the individual risk assessment. |  |
| **Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms** | **WHO**   * Pupils * Staff * Visitors to School Premises * Cleaners * Contractors * Drivers * Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.   **HOW**  The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces | The school understands the NHS Test and Trace process and how to contact their local Public Health England health protection team if we become aware of staff or pupil who has tested positive. Registers of staff and pupils in each bubble (these are year groups) are kept to assist Track and Trace.  School will ensure that staff members and parents/carers understand that they will need to be ready and willing to undertake the actions below.  Anyone with symptoms of COVID-19 should not attend School and make contact with the H/t and dh/t.  Staff should access NHS 111 online which is an online interactive and personal checklist:  <https://111.nhs.uk/covid-19>  **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)**.**  **If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 10 days (changed from 14th December). If the staff member starts symptoms they need to self-isolate for 10 days from that date.**  **If a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 10 days from when the case first had symptoms. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.**  If staff/pupil develop symptoms whilst at school, a senior member of staff will be informed and they will immediately go home or in the case of a pupil, parents / carers to be contacted immediately. School will provide information of [how to get tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) and information about returning to work when safe to do so. The school has received a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.  The school would provide details of anyone the staff member has been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.  If a child is awaiting collection, they would be moved to the medical room where they can be isolated behind a closed door, with appropriate adult supervision. The window is always kept open. If it is not possible to isolate them, (if already occupied) they would be moved to an area which is at least 2 metres away from other people.  If the child needs to go to the bathroom while waiting to be collected, they would use the disabled toilet in the main corridor. This would then be cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Advice on cleaning if someone develops symptoms in school  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).  [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.](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)  Schools will ask parents and staff to inform them immediately of the results of a test:   * if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating * if someone tests positive they should self isolate for 10 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough which can persist even when the infection has gone) * If parents/ staff member do not inform the school of the results of a test, the school would ask that the child /staff remains in self-isolation for 10 days.   The school will inform the local authority of any positive cases within the school. (A record is kept of all actions regarding a case) | Staff briefings, internal communication channels and cascading of messages through Senior Leadership Team will be carried out regularly to reassure and support staff, parents and carers in a fast-changing situation.  Senior staff will offer support to staff who are affected by Coronavirus or has a family member affected.  Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work  Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.  All reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Consider making tissues will be made available throughout the School.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  Internal communication channels and cascading of messages through Senior Leadership Team will be communicated to all staff concerned.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. |  |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff  Pupils  Contractors  Visitors  Drivers | HSE guidance on cleaning, hygiene and hand sanitiser  <https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm>  - Provide water, soap and drying facilities at wash stations  Hands should be washed for 20 secs with soap and running water, or use had sanitiser where this is not readily available.  Signs up to remind people to wash their hands  Information displayed on how to wash hands properly and display posters  If people can’t wash hands, information is provided about how and when to use hand sanitiser  Adults to ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.  All aware to avoid touching people, surfaces and objects where possible and regular handwashing.  Hand sanitiser is provided for the occasions when people can’t wash their hands  The school is aware of the legal duty to provide welfare facilities and washing facilities for visiting drivers  Staff and pupils know to cough and sneeze into a tissue and dispose of immediately into the bin and wash hands afterwards. Tissues are available and sufficient bins and these are emptied regularly | Ongoing monitoring and supervision to make sure pupils and staff are following controls |  |
| **Potential transmission of virus from working within enclosed spaces, including**  **Reception Office**  **Classroom**  **Staff Kitchen areas/Staff rooms**  **Printers**  **Meeting / group rooms**  **Toilets** |  | Where there are Staff and Pupil Individual Risk Assessments these are reviewed in consultation with C.O’Neill (and relevant staff) and parents, in the case of the pupil, in light of the information and circumstances regarding COVID-19.  Minimising contact – as much as possible pupils are to be grouped in a ‘bubble’ of one year group and each ‘bubble’ to be kept apart as far as possible.  Where possible teachers will try to maintain distance from children and 2 metre distance from adults. If teachers need to come into close contact, they will avoid face to face contact and try to minimise the amount of time spent within 1 metre of children. This might not be possible with children who have complex needs or need close contact. In this case masks/visors should be worn.  Pupils will be encouraged to maintain social distancing within their bubble, although it is recognised this might not be possible with younger children.  Classrooms – desks placed side to side and front facing  Large gatherings such as assemblies or worship with more than one bubble will be avoided.  Enhanced cleaning of school.  Frequently cleaning and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods.  Premises Staff to carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe.  Bubbles are to be kept apart and movement around the school kept to a minimum. Passing briefly in the corridor or playground is low risk, but the school will avoid creating busy corridors, entrances and exits.  The number of adults in rooms will be limited so that social distancing rules can be met, e.g. staggered breaks and increased number of staff room areas.  With SEN / catch-up teaching :  Only pupils from the same bubble to work with the teacher.  Pupils sit side by side or behind one another with desks apart.  Area cleaned between sessions.  Rooms well ventilated.  Masks/ visors worn as appropriate  Facilities in communal areas have been reorganised eg tables spaced out so social distancing rules can be met  Perspex has been put up in the main reception area to reduce contact  Break times and lunch times are staggered to minimise contact between bubbles (and allow time for cleaning surfaces).  Fixed/standalone sanitisers stations and / or containers of hand sanitiser have been set up at various locations including entry and exit points.  Windows are kept open to ventilate rooms/corridors.  Staff toilets – one at a time only (notice on the door indicates this). Hot water and soap always provided at wash hand basins.  Staff to refrain from using hot air dryers and use paper towels instead.  Group / meeting rooms have signage with maximum number of occupants to maintain 2 metre distance.  Face to face meetings are limited - where possible staff to use other digital/remote means.  Shared space has been adapted to help distance staff, minimise use of staff rooms but ensure sufficient rest breaks for staff.  Printers - social distancing. Cleaning wipes available at printers for touch points.  Staff use back-to-back or side-to-side working (rather than face-to-face) where possible.  Access classrooms via outside doors where possible.  Hand washing on entering all classrooms –hot water, soap and sanitiser in all rooms at all times. Pupils reminded to clean/wash their hands frequently.  No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.  Pupils to be reminded regularly of the importance of social distancing both in the School and outside. Additional support for SEND and children with challenging behaviour will be considered on an individual basis.  Activities will be planned which can be undertaken outdoors (weather permitting) with the pupils (particularly in the early years).  Regular cleaning regime of classrooms and outdoor play equipment.  Classroom based resources, such as books and games will be used and shared within the bubble; these should be cleaned regularly.  Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use.  Staff to raise any concerns with senior staff as soon as possible. | Ongoing monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems  Ongoing monitoring and supervision to make sure people are following controls, e.g. are implementing the cleaning regimes implemented  The school has discussed the cleaning regime with the cleaning company.  Ongoing monitoring of capacity of cleaning staff to enable enhanced cleaning regime.  The site staff to ensure that soap, sanitiser and paper towels are checked and are replenished regularly  Provide information telling people who needs to clean and when  Provide instruction and training to people who need to clean. Include information on:  ➢ the products they need to use  ➢ precautions they need to follow  ➢ the areas they need to clean and how often  Site staff to ensure a constant supply of soap and paper towels. |  |
| Poor workplace ventilation leading to risks of coronavirus spreading | Staff  pupils | The school to follow HSE guidance on heating ventilation and air conditioning (HVAC)  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun>  The school is aware that fresh air is the preferred way of ventilating the building so opening windows and doors is encouraged (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 are maintained, then fire doors can be kept open to improve ventilation) | Maintain air circulation systems in line with manufacturers’ recommendations |  |
| **Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)** |  | The school will consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed on an individual basis and all staff involved or who have contact with these pupils will be involved in drawing up behavioural plans or risk assessments.. |  | C.O’Neill and staff as appropriate |
| **Potential exposure to Coronavirus – Use of PPE** |  | *Attention will be paid to any guidance that may be changed with regard to PPE in schools.*  Staff are asked to wear masks when at the school gates to bring the children in to school in the morning and out at the end of the day.  PPE is to be worn when a child becomes ill with covid-19 symptoms and 2 metres distance cannot be maintained  Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. |  |  |
| **Potential transmission of virus from Welfare office** |  | 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.  Use face mask/gloves where appropriate or close contact is unavoidable. |  |  |
| **Potential transmission of virus from desks, monitors, keyboards and mouse** |  | Staff have their own allocated laptops which are not shared.  Clear desk policy will be 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 desk and throughout day as needed  Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.  Above applies to the ICT suite for pupil use as well.  A new timetable has been set up for classes using the ICT suite, which allows several days of quarantine between use. (A notice is displayed on the door when in quarantine). |  |  |
| **Kitchen Operations/food preparation** |  | The school kitchen will continue to operate, and comply with the [guidance for food businesses on covid-19](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) 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** |  | Staggered lunch breaks for pupils  Pupils to eat their lunches in their classrooms. These will be delivered to the classes (left outside the door by the catering staff). |  |  |
| **Handling Deliveries** |  | School to consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  Deliveries to specified area in school.  Staff to wipe the outer surfaces of delivery boxes before handling/relocating/sorting the delivery  Wash hands after handling deliveries/packaging. |  |  |
| **Potential transmission of virus from visitors/parents** |  | Parents to observe social distancing when dropping and picking children from school.  Where possible, only one parent to pick/drop the children.  Staggered school start and finish timings to avoid crowding by the school gates.  Parents visiting reception office to wait outside. When queues are likely, parents to maintain 2 metre distance.  Social distancing arrangements are in place with signage and floor marking.  Fixed/standalone sanitisers stations have been set up at various locations including entry and exit points.  Screens have been installed at reception desk.  Staff are aware of the necessity of regularly washing hands or using hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.  The school will reduce the intake of any paper documentation from parents. Parents are advised to email any documentation when possible. Where it is unavoidable, staff to ensure wash and sanitise hands regularly. | Where parents wish to discuss any concerns with the teacher, arrangements will be made to ensure this can be done in a way which allows for social distance.  Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practise social distancing when on school site. |  |
| **Potential transmission of virus from contractors attending the school site** |  | Contractors to be notified in advance not to attend the premises if they have symptoms  Attendance by contractors should 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 be set up at various locations including entry and exit points.  Supervised and limited access to other parts of the building  Regular cleaning regime of public/communal areas. | Staff to observe and ask any contractors to leave the building if they have symptoms |  |
| **Potential Spread of virus from School Library** |  | Staff to make use of any digital resources for pupils.  Once operational only limited number of pupils can attend the library at any one time.  (Currently not in use).  Pupils encouraged to drop the returning items in a collection box/trolley.  Returned items to be quarantined for 72 hours. |  |  |
| **Potential enhanced infection risk from music (eg singing, playing wind/brass instruments)** |  | Where possible physical distancing and playing outside, group sizes will be reduced to no more than 15, pupils positioned back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing and wind instrument playing would not take place in larger groups such as school choirs and ensembles, or school assemblies.  Currently assemblies take place via Microsoft Teams with pupils in their own classrooms. |  |  |
| **Physical education, sport and physical activity (enhanced risk via exhalation during exercise)** |  | Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.  Outdoor sports will be prioritised where possible, and the main hall used when it is not, maximising distancing between pupils and enhanced cleaning and handwashing |  |  |
| **Accidents, security and other incidents:** |  | In an emergency, for example, an accident or fire, people do not have to stay 2m 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. |  |  |
| **Potential stress/anxiety caused by COVID-19** |  | Leadership team to provide reassurance to staff of measures taken seriously to protect their safety.  There will be clear communication of the message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.  Regular communications from Headteacher / Dht.  Mental Health  Senior Leadership Team will promote mental health & wellbeing awareness to staff and will offer whatever support they can to help.  Regular contact with SLT and colleagues  The Education Support Partnership provides mental health & wellbeing support to the Education sector.  Information from Enfield Psychology Service to support adults and staff to be distributed.    Signpost to any online guidance regarding bereavement during the coronavirus period | Regular communication of mental health information to be communicated to all staff. | Leadership team |
| **Travel between schools or other travel whilst at work**  **Travelling to and from school** |  | The use of supply teachers, peripatetic teachers and/or other temporary staff is kept to a minimum and as far as possible supply staff are those who work with the school on a regular basis and not with other schools.  When this is not possible contact is minimised.  Any supply staff are fully briefed on the school’s COVID-19 protocol (written and verbal) on entering the school.  Where a pupil routinely attends more than one setting on a part time basis (for example because they attend a language resource base) the school will work through the system of controls collaboratively, enabling us to address any risks identified in order to jointly deliver a broad and balanced curriculum for the child.  The school has staggered start and finish times to keep bubbles apart as they arrive and leave school (without reducing overall teaching time).  If pupils wear face coverings when they arrive at school, they will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and social services](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice.  The school has advised staff not to share vehicles unless they are part of the same bubble and can be sure of being a safe distance apart.  **Public transport services (routes which are also used by the general public):**   * Staggered start times may enable more journeys to take place outside of peak hours * The school will encourage greater use of walking, cycling or own car rather than public transport if possible * Families using public transport will be referred to the [safer travel guide for passengers](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 regarding safe travel. |  |
| **Extra-curricular provision** |  | The school has reviewed the risk assessment for the before and after school provision – ‘Sticky Fingers’ and a decision has been made that only the after-school provision will operate at the moment. |  |  |