

## St. Mary's Catholic Primary School, Evesham Risk Assessment – School Year 2021-22

|  |                                  |
|--|----------------------------------|
| School Name: St. Mary's Catholic Primary School, Evesham   | DfE Number: 8853322              |
| Date written: 5.12.21 <b>VERSION 2</b> <b>VERSION 3</b> <b>VERSION 4</b> <b>VERSION 5 (January 2022)</b> <b>VERSION 6 (20.1.22)</b> <b>VERSION 7 (26.2.22)</b> | Date approved by Governing Body: |
| Date submitted to LA / Academy: 5.12.21 13.12.21 15.12.21 3.1.22 20.1.22 26.2.22   | Submitted by: Jackie Smith       |



Theme 1: Planning

| Consider:  | Suggestions /consideration   | Issues & actions to manage risk   | R | A | G   |
|--|--|---|---|---|---|
| <p>Any shortcomings in planning</p> <ul style="list-style-type: none"> <li>➤ <a href="#">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></li> <li>➤ <a href="#">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></li> <li>➤ <a href="#">Talk about reducing risks in the workplace</a></li> <li>➤ <a href="#">Protecting vulnerable workers</a></li> <li>➤ <a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> </ul> | <p>The school 'CORONAVIRUS (COVID-19) – School Risk Assessment' is reviewed regularly and when there are significant changes.</p> <p>The school has a contingency plan in place in the event of an outbreak which covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Governors are clear on their role in providing support to Headteachers/ leaders in the current situation and the full opening of the school.</p> <p>Headteachers/leaders are clear on what Governors need to know and how frequently they receive information.</p> <p>Governors are satisfied that health and safety arrangements are in place and in line with DfE guidelines.</p> <p>Governors and staff have been fully briefed on the action planning for local lockdown or outbreak.</p> <p>Head Teacher/Manager ensures Government, LA and Academy updates are being actioned, where necessary.</p> <p>In addition to the Government guidance and LA risk assessments, we will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread.</p> <p>When risk assessments are reviewed and updated, these are shared with employees, particularly relating to Coronavirus infection and the possibility that PPE may be required.</p> <p>All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher.</p> <p>Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated (although staff</p> | <ul style="list-style-type: none"> <li>➤ This risk assessment is reviewed regularly and emailed to staff when changes are made. Staff need to sign that they have read the initial RA. It is saved in Staff Share and is shared with the Chair of the LGB and other members of the LGB via Trust Governor and via email.</li> <li>➤ Chair of Gov fully informed of school plans with regular calls to Head and access to all newsletters to parents via school website.</li> <li>➤ The signing system no longer continues to keep records of visitors. <b>Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</b></li> <li>➤ <b>Currently all meetings of the Local Governing Body will remain as virtual meetings.</b></li> <li>➤ Daily checks are completed by the caretaker and issues reported to the MAC Estates Team if needed.</li> <li>➤ RA and Contingency plans shared with staff and parents in Sept 2021; <b>updated on 21.2.22.</b></li> <li>➤ RAs for vulnerable staff will be completed on return in Sept 2021 <b>and updated as required.</b></li> </ul> |   |   | <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
| <ul style="list-style-type: none"> <li>➤ <a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable</a></li> <br/> <li>➤ <a href="#">Supporting pupils with medical conditions at school</a></li> <br/> <li>➤ <a href="#">Special schools and other specialist settings: coronavirus (COVID-19)</a></li> <br/> <li>➤ <a href="#">Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</a></li> <br/> <li>➤ <a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> <br/> <li>➤ <a href="#">COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable</a></li> </ul> | <p>are not required to answer). This information will assist in the risk assessment for outbreak management plans.</p> <p>Appropriate arrangements are in place for <a href="#">EYFS</a>.<br/> Appropriate arrangements and risk assessments are in place, where appropriate or necessary, for pupils with <a href="#">SEND</a>, including those with an EHCP plan.</p> <p>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</p> <p>Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision and multi-agency arrangements are in place to support early help.</p> <p>Arrangements are in place for before/after school clubs for them to implement the necessary protective measures. Ongoing communications (posters, emails, inductions, briefing, <i>Dojo messages</i>) are available/ provided to all staff and pupils, e.g.</p> <ul style="list-style-type: none"> <li>• <i>Risks and symptoms of COVID-19</i></li> <li>• <i>Advice regarding self-isolation of those showing signs or symptoms</i></li> <li>• <i>Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</i></li> <li>• <i>Recommendations on transport to and from school including encouraging pupils to walk or cycle to school where possible</i></li> <li>• <i>Education resources such as e-bug and PHE</i></li> </ul> <p><i>Expectations when in school and at home</i></p> <p><i>Definition of a vulnerable child:</i></p> <ul style="list-style-type: none"> <li>• <i>Those children with a social worker</i></li> </ul> | <ul style="list-style-type: none"> <li>➤ Questionnaire has been sent to staff to update SLT on their current status re vaccinations and medical conditions; <b>updated as required.</b></li> <br/> <li>➤ Liaison with OLOM MAC if staffing levels are likely to be affected.</li> <li>➤ Remote working considered for specific vulnerable individuals if necessary.</li> <br/> <li>➤ Staff fully informed of current procedures, and then regular updates of Risk Assessment going forward.</li> </ul> <p><b>Although no longer required by law, staff may still wear face coverings when talking to the parents/carers when dropping off and picking up their child/children.</b></p> <ul style="list-style-type: none"> <li>➤ Wrap-around care staff are kept fully informed of RA and changes/updates (<b>most recently circulated on 21.2.22</b>)</li> <li>➤ Pupils and parents also informed of current practice within school and regular updates sent. (<b>put on website on 21.2.22.</b>)</li> <li>➤ All windows to remain open to allow ventilation.</li> <li>➤ Social Care fully informed whether vulnerable children are in school</li> <li>➤ Weekly newsletters to all parents with updates.</li> <li>➤ Posters around school to <b>remind</b> children of good hygiene measures.</li> <li>➤ School website signposts parents to support.</li> </ul> |  |  | <p>G</p><br><p>G</p><br><p>G</p><br><p>G</p><br><p>G</p> |
|---|---|--|--|--|--|

|   |  |   |  |  |   |
|---|--|---|--|--|---|
|   | <ul style="list-style-type: none"> <li>• <i>Those children with an EHCP</i></li> <li>• <i>All 'otherwise vulnerable', as identified by school</i></li> <li>• <i>All those previously known to social services</i></li> <li>• <i>All those identified as having challenging home circumstances</i></li> </ul> <p>Educational visits (day) are able to go <b>ahead after spring half term, depending on the venue, with all the usual checks completed, including risk assessment.</b></p> <p>Educational visits (residential) will go ahead, depending on the venue and on current Government guidelines/ situation regarding Covid.</p>  | <ul style="list-style-type: none"> <li>➤ Staff do not need to complete twice weekly testing, although may wish to continue to do so.</li> <li>➤ Office staff ensure there are sufficient testing kits available</li> <li>➤ Risk assessment to be completed; check with venue ref. any Covid restrictions, guidelines. Check with coach company ref. latest rules.</li> <li>➤ Year Five residential visit to Alton Castle took place: 16-18.2.22. Isle of Wight Year Six visit is on track.</li> </ul>   |  |  | G |
| <p>Staffing arrangements unprepared</p> <p><a href="#">Contingency Planning</a></p> | <p>Plans to respond to increased sickness levels are in place with cover arrangements determined (including leaders and safeguarding designated leads).</p> <p>Consideration has been given for staff to wear appropriate clothing who undertake personal care with pupils as they may need to change and wash them more regularly.</p> <p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision has been agreed and communicated.</p> <p>Consideration has been given to the options for redeployment of staff to support the effective working of the school.</p> <p>For any redeployment taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p> <p>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</p> | <ul style="list-style-type: none"> <li>➤ If staffing becomes an issue the school will liaise with the Academy for possible cover arrangements. <b>3 DSLs to be trained, starting in April 2022.</b></li> <li>➤ The remote learning policy will be adhered to if needed.</li> <li>➤ Staff meetings are planned to be in person, but in a well-ventilated classroom so social distancing can still occur. If cases rise, these meetings may revert to online.</li> <li>➤ Staff room is available for staff to enter from Sept. However, social distancing is still advised and clear ventilation.</li> <li>➤ Support staff can provide flexible cover if required.</li> <li>➤ Staff made clear of their responsibilities</li> </ul> |  |  | G |

**2.1.22 Covid-19 Guidance**

[Face coverings: when to wear one, exemptions and what makes a good one - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-when-to-wear-one-exemptions-and-what-makes-a-good-one)

In the event of staff absence, due to Covid, rather than moving a class to online learning, Headteachers should consider combining classes.

Arrangements for accessing testing, if and when necessary, are in place and staff are clear on returning to work guidance.

The approach for inducting new starters has been reviewed and updated in line with current situation.

The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff.

The school population is reminded to be mindful that whilst school bubbles and social distancing (keeping 2m from others) is no longer a requirement, any measure that minimises the number, proximity and duration of in person contacts reduces the risk of transmission.

Staff receive regular briefings on day-to-day school matters. Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders.

Flexible working arrangements needed to support any changes to usual working patterns are agreed.

Staff workload expectations are clearly communicated  
Staff training required to implement any changes that the school plans to make, either delivered remotely or in school is scheduled.

Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.

Arrangements are in place for any visitors/ contractors on site, with protocols and expectations shared.

Arrangements are in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders with protocols and expectations shared.

- All members of staff are invited to take lateral flow tests twice weekly.
- Regular communication between staff and Head. All must share if on medication or experiencing any difficulties.
- Regular updates to all staff.
- **Visitors to school can resume, including safeguarding, buildings-related and educational.**
- **Volunteers for helping within class are now able to attend. Such visitors will follow school rules regarding COVID procedures. Regular visitors to school will be given Covid Test packs in line with school staff.**
- School risk assessment and expectations shared with all external support providers. **Visitors may still to wear face covering, when in school during the school day.**

G

G

G

G

G

|  |  |   |  |  |                  |
|--|--|---|--|--|------------------|
| <p><b>UKHSA Guidance on Contact Tracing</b></p>  | <p>Arrangements in place to support pupils when not at school with remote learning at home.</p> <p><b>Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</b></p> <p><b><i>Safeguarding remains high priority and policy is updated to reflect changes.</i></b></p> <p><b><i>All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school. Start-of-year training has been received.</i></b></p> <p>Where physical contact is required in the context of managing behaviour, appropriate hygiene measures are in place to mitigate any risk of transmission.</p> <p><b><i>All Designated Safeguarding Leads have access to advice from the Local Authority and multi-agency teams.</i></b></p>   | <ul style="list-style-type: none"> <li>➤ Whole staff safeguarding training 3<sup>rd</sup> September 2021, with further updates during the year.</li> <li>➤ Reminders of DSLs and reporting on green sheets.</li> <li>➤ New policy has been written and read by all.</li> <li>➤ All staff to be sent KCSIE Pt1 to read and sign for.</li> <li>➤ LGB to read and sign to have read and understood KCSIE Pt1 &amp; Pt2.</li> </ul>   |  |  | G                |
| <p>Vulnerable people</p> <p><a href="#">Face coverings: when to wear one, exemptions and what makes a good one - GOV.UK (www.gov.uk)</a></p> | <p>The DFE have advised that Clinically extremely vulnerable (CEV) staff follow the same guidance as everyone else.</p> <p>An Individual Risk Assessment for Vulnerable and Pregnant Staff is undertaken for those individuals who are identified by their GP to be clinically extremely vulnerable.</p> <p>The school follows the 'Updated guidance on vulnerable staff in schools.</p> <p>Risk assessment tool for previous shielding staff returning to work is utilised.</p> <p>Staff who are pregnant are taken through the existing 'Expectant and Nursing Mothers' risk assessment, which is carried out in conjunction with the WCC individual risk assessment.</p> <p>Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia). The school community are also informed of the wider range of symptoms of the different variants of Covid-19.</p> | <ul style="list-style-type: none"> <li>➤ <b>Note:</b> parents, carers, schools and settings do not need to take staff, pupil or children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus</li> <li>➤ PPE is available in school to support with any care issues that may compromise the safety of a staff member. <b>Face Coverings are available at the main reception area.</b></li> <li>➤ <b>PPE in entrance will be cleaned routinely by admin team.</b></li> <li>➤ Designated staff toilets in place.</li> <li>➤ <b>Parents and families may still wear face coverings, when dropping off and collecting</b></li> </ul> |  |  | G<br>G<br>G<br>G |

|   |  |  |  |  |   |
|---|--|--|--|--|---|
|   | <p>Although from Step 4, face coverings will no longer be advised for pupils, staff and visitors, persons choosing to wear face coverings as a precaution, especially in an enclosed and crowded spaces will not be deterred when outside the classroom.</p> <p>Hand sanitiser (alcohol hand gel 60% minimum) is available for use at multiple use areas.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently where possible.</p> | <p>children. The one-way system will remain in place until at least Easter.</p> <ul style="list-style-type: none"> <li>➤ Staff members informed they can still wear face mask when meeting with parents/families within school. They may continue to wear face coverings in communal areas and when meeting and dismissing children at the start and end of the day, if they choose to – although no longer advised.</li> <li>➤ Regular cleaning of regularly touched surfaces (twice a day) should be ensured.</li> <li>➤ Cleaning materials in place.</li> <li>➤ <b>Note;</b> hand washing in cold water - <i>Hand washing in hot water does not significantly affect the killing of germs, it is the washing of hands thoroughly with soap that does. That said, the problem with washing hands in cold water, may lead to adults/pupils/children/visitors not washing their hands thoroughly. If you find that is the case, you may want to introduce hand sanitiser as a short-term measure.</i></li> </ul> |  |  | G |
| <p>Children/staff returning from abroad no longer need to isolate/complete testing (if fully vaccinated).</p> | <p><a href="https://www.gov.uk">COVID-19 schools operational guidance - GOV.UK (www.gov.uk)</a></p>  | <ul style="list-style-type: none"> <li>➤ Parents/families to be given links to the most recent rules/guidance</li> <li>➤ Parents still advised to check the rules before travelling</li> </ul>   |  |  | G |

## Theme 2: Protective measures and hygiene

| Consider:   | Suggestions /consideration  | Issues & actions to manage risk  | R | A | G  |
|---|---|--|---|---|--|
| <p>Have you put in place opportunities for pupils and staff to clean their hands more often and to follow other enhanced hygiene measures?</p> <p>Are parents and families aware of procedural changes?</p> | <p>Schools must 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.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</p> <p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.</p> <p>The school has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, pupils and parents.</p> <p>The school maintains an up-to-date list (including contact information) for each member of staff, student and group to quickly identify all contacts and groups to which an individual belongs. These groups may include:</p> <ul style="list-style-type: none"> <li>• <i>Teaching staff, rotary staff, supply staff, site staff, classmates, and others that provide additional in-school supports.</i></li> <li>• <i>Pupils attending before and after school programs</i></li> </ul> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school has the capacity to offer immediate remote education.</p> | <ul style="list-style-type: none"> <li>➤ Cleaning stations will remain in each classroom. Teachers and Teaching Assistants will clean frequently touched surfaces when necessary.</li> <li>➤ For those parents who wish to, they may send in hand sanitiser from home, to be used at given points during the school day.</li> <li>➤ The weekly cleaning schedule for our cleaning team will include deep cleaning in each workspace on a regular basis.</li> <li>➤ New RA will be uploaded to the website. It will be re-shared with all staff.</li> <li>➤ Parents informed of revised RA via newsletter and messages sent via Class Dojo.</li> <li>➤ Parents and Staff clear of procedure for if someone displays symptoms</li> </ul> |   |   | <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> <p>G</p> |



|  |   |  |  |  |        |
|--|---|--|--|--|--------|
|  | The school continues to engage with families to accurately report situations where pupil is recorded as abroad, and plans are made for their return.  |  |  |  |        |
| Physical Education lessons   | The school will move to having twice weekly PE lessons, some of which will be led by our external provider.<br><br>Children will wear their PE kits on both their PE days.                          | <ul style="list-style-type: none"> <li>➤ Parents informed of allocated days, before the start of the new term.</li> </ul>  |  |  | G      |
| Smooth movement around the school site at drop-off and pick-up time  | The school will keep the one-way system established at the start of lockdown 1.   | <ul style="list-style-type: none"> <li>➤ Parents reminded of one-way system remaining</li> <li>➤ Staff presence outside is <b>ongoing (whenever possible)</b>, in order to remind parents and families of the one-way system</li> </ul>  |  |  | G<br>G |
| Ensure similar rules and procedures apply during before and after-school care as are in place during the school day.   | Wrap-around care staff are aware of all rules. Similar hygiene measures continue to be in place.  |  |  |  | G      |
| Ensure children and parents will have safe access to hot/catered lunch provision from Class Catering.  | No children now eat in their classroom; instead, a rota has been established so that all children are able to eat in the school hall.<br><br>Class Catering staff are consistent, through the week. | <ul style="list-style-type: none"> <li>➤ All children eat lunch in the hall, on a rota of three sittings.</li> <li>➤ Lunchtime staff have been trained to ensure good hygiene measures are being maintained (training received on Thursday 2<sup>nd</sup> September).</li> </ul> |  |  | G      |
| Ensure that plans have been communicated to parents and remind them about the process that has been agreed for a return to a single drop off and collection time, including that gathering at the school gates and ensuring paths around school are not being blocked, so that smooth movement around the school grounds can be assured. |   | Parents received their initial September Back to School Plan during the week prior to return to school on 7 <sup>th</sup> September.<br><br><b>Reminders of the rules for parents and families continue to be sent out in the Newsletter and via Class Dojo.</b>                 |  |  | G      |
| Ensure that the management of other visitors to the site, such as contractors, has   | Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits  | Visitors are all signed in, as is our usual practice.  |  |  | G      |

|  |  |  |  |  |                            |
|--|--|--|--|--|----------------------------|
| <p>been considered and ensure site guidance on distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors, as is normal practice.</p> | <p>can happen outside of school hours, they should. A record should be kept of all visitors, in our visitor book.</p> <p>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures and hygiene precautions to be shared.</p> <p>All contractors are to wash their hands/use hand sanitiser upon entering the site.</p> <p>Site briefing carried out explaining health &amp; safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.</p> <p>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.</p> <p><a href="#">Working safely during coronavirus (COVID-19)</a></p> | <p>All contractors will be informed of current procedures.</p> <p>No contractor to enter who are displaying Covid 19 symptoms.</p> |  |  | <p>G</p> <p>G</p> <p>G</p> |
|--|--|--|--|--|----------------------------|

### Theme 3: Accommodation / site usage

| Consider:  | Suggestions /consideration   | Issues & actions to manage risk  | R | A | G        |
|--|--|--|---|---|----------|
| <p>Health and Safety: buildings and maintenance</p> <p>➤ <a href="#">Coronavirus/equipment-and-machinery/air-conditioning-and-</a></p> | <p>All the usual and required building checks are undertaken to make the school safe and all statutory inspections are up to date and compliant e.g. <b>Water treatments, Fire alarm testing, Repairs, Grass cutting, Portable appliance testing, Fridges and freezers, Boiler/ heating servicing, Internet services and any other statutory inspections</b></p> <p>To achieve required servicing, maintenance and work to meet inspection schedules, contractors are allowed on site providing they follow the correct risk mitigation measures</p> | <p>Premises lead given instructions for summer procedures for water management procedures.</p> |   |   | <p>G</p> |

|  |   |  |  |  |   |
|--|---|--|--|--|---|
| <p><a href="#">ventilation/identifying-poorly-ventilated-areas.htm</a></p> <p>➤ <a href="#">All-schools-to-receive-carbon-dioxide-monitors</a></p> <p><a href="#">Additional ventilation information</a></p> | <p>in line with the school’s operations and relevant to their work and working environment.</p> <p><b><i>All fire doors that are kept open are held open by a suitable fire door retainer that releases the door automatically in the event of a fire.</i></b></p> <p>Heating is used as necessary to ensure comfort levels are maintained when the building is occupied.</p> <p>Windows are open wide enough to provide some natural background ventilation and open internal doors to increase air flow.</p> <p>Action is taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as opposed to low-level windows, close external doors and arrange the furniture if appropriate and possible.</p> <p>Windows are fully opened when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).</p> <p>Adequate ventilation and the use of internal fans and open doors (not fire doors unless they are designed to be open) to move air will reduce stagnant air and the risk of transmission in occupied spaces.</p> <p>Fire drills are undertaken and recorded</p> <ul style="list-style-type: none"> <li>• Someone is in charge to coordinate the fire drill and communicate with others who might be using other areas of the site</li> <li>• A known fire drill is done first to reassure staff and pupils.</li> </ul> <p>A debrief is undertaken to share any lessons learnt</p> | <p>Fire evacuation procedures were reviewed during the summer.</p> <p>Fire drills carried out as scheduled.</p>  |  |  | G |
| <p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>  | <p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p>  | <p>Good ventilation practices have already been put in place during lockdown. <a href="#">This has continued since September.</a></p> <p><a href="#">Fire doors can be propped open (direction from MAC – 2.9.20). Ventilation can be provided by ensuring all windows are opened.</a></p> |  |  | G |

|   |  |   |  |  |   |
|---|--|---|--|--|---|
|   | <p>Advice on ventilation can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>   | <p><b>Classroom doors/windows are being kept open (Spring Term 2022) when children are not in class, so that all rooms can be fully ventilated.</b></p>   |  |  |   |
| <p>Contractors / required Repair Work, Servicing, Maintenance and Inspection schedules<br/><a href="#">Working safely during coronavirus (COVID-19)</a></p> | <p>Contractors carrying out required repair work, servicing, maintenance and work to meet inspection schedules are allowed on the school site.<br/>Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures and hygiene precautions to be shared.<br/>All contractors are to wash their hands/use hand sanitiser upon entering the site.<br/>Site briefing carried out explaining health &amp; safety, social distancing rules and hygiene including washing hands or use alcohol-based hand sanitiser on entry into individual work areas.<br/>Contractors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.<br/>Contractors will be responsible for removing (where required) all rubbish they have created and to clean their area of work prior to leaving.<br/><b>All contractor details are logged for emergency eventualities.</b></p> | <p>➤ All contractors will be informed of current procedures-hand sanitisers to be used, face masks to be worn and social distancing to remain. No contractor to enter who are displaying Covid 19 symptoms.</p> |  |  | G |

### Theme 3: Staffing

| Consider:  | Suggestions / consideration  | Issues & actions to manage risk | R | A | G |
|--|--|---------------------------------|---|---|---|
| <p><b><u>Clinically Vulnerable and extremely vulnerable staff</u></b></p> <p>1. See above: Pages 2 - 3</p> | <p><b><u>COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)</u></b></p> |                                 |   |   |   |

|   |  |  |  |  |          |
|---|--|--|--|--|----------|
| <p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p> | <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19.</p> <p>Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p> <p>In some circumstances, a child or young person may have received personal advice from their 10 specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> |  |  |  |          |
|   | <p>Staff protected through vaccination.</p>  | <p>It is recommended that all school staff and eligible pupils take up the offer of a vaccine.</p> |  |  | <p>G</p> |

| Rapid Testing for Staff |  |   | Risk Rating including mitigations (Likelihood x Severity = Risk)  |          |      |
|-------------------------|--|---|---|----------|------|
|                         |  |   | Likelihood  | Severity | Risk |
|                         |  |   | 5   | 1        | 5    |
| Who might be at risk?   | Support  | How are you already controlling this risk?  | Further mitigations / protective measure required?  |          |      |
|                         | <p>Staff, pupils or visitors tests positive or has symptoms</p> <p><a href="#">COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)</a></p> | <p>Individuals should self-isolate and get a as soon as possible if they develop <a href="#">Covid-19 symptoms</a>:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste.</li> </ul> <p>There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if you have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.</p> <p>You should stay at home if:</p> <ul style="list-style-type: none"> <li>• You have tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means you have the virus.</li> </ul> <p><b>Parents are encouraged to keep their children at home, self-isolating, if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.</b></p> <p>The isolation period is now a minimum of 5 days, following a positive PCR test. Pupils can take an LFD test on the morning of days 5 and 6; if clear, they can return to school on day 6 and do not need to isolate for all 10 days.</p> <p>Pupils with symptoms of coronavirus (COVID-19) will be taken to designated area (the outer main foyer area) whilst being mindful of the pupils needs.</p> | <p>➤ If there are a number of cases, the school will minimise the impact on education and attendance and may decide to introduce -</p> <ul style="list-style-type: none"> <li>• Temporarily reintroducing face coverings, consider returning to some or all of the class bubbles and:</li> <li>• Restricting attendance as a short-term measure and only as a last resort.</li> </ul> |          |      |

| Rapid Testing for Staff |         |   | Risk Rating including mitigations (Likelihood x Severity = Risk)   |          |      |
|-------------------------|---------|---|--|----------|------|
|                         |         |   | Likelihood   | Severity | Risk |
|                         |         |   | 5  | 1        | 5    |
| Who might be at risk?   | Support | How are you already controlling this risk?  | Further mitigations / protective measure required?   |          |      |
|                         |         | <p>To limit disruption a separate toilet (the disabled toilet) is used by the pupil if required (this would require enhanced cleaning before being used by anyone else).</p> <p>PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained. As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60°C).</p> <p>Staff are aware of the locations for PPE.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).</p> <p>Parents informed of their child's developments and asked to collect immediately (staff are also informed).</p> <p>Staff and Headteacher/Senior Leadership Team undertake appropriate communications arrangements for wellbeing purposes.</p> <p>Staff (or visitor) will self-isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (which can be provided by the school).</p> <p>Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19).</p> | <ul style="list-style-type: none"> <li>➤ Children displaying symptoms will be sent to the designated area outside the main office, in the outer foyer</li> <li>➤ Disabled toilet to be used</li> <li>➤ All PPE is available in the meeting room</li> </ul> |          |      |
|                         |         |   |  |          |      |

| Rapid Testing for Staff |   |  | Risk Rating including mitigations (Likelihood x Severity = Risk) |          |      |
|-------------------------|---|--|--|----------|------|
|                         |   |  | Likelihood   | Severity | Risk |
|                         |   |  | 5  | 1        | 5    |
| Who might be at risk?   | Support   | How are you already controlling this risk?   | Further mitigations / protective measure required?               |          |      |
|                         | Tests to be stored correctly and collection managed in a safe way | <ul style="list-style-type: none"> <li>• Tests to be kept securely in main office to prevent unauthorized access.</li> <li>• Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees.</li> <li>• The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>• Enough space for social distancing will be allowed when giving out tests.</li> </ul> |  |          |      |



| Rapid Testing for Staff |  |  | Risk Rating including mitigations (Likelihood x Severity = Risk)   |          |      |
|-------------------------|--|--|--|----------|------|
|                         |  |  | Likelihood   | Severity | Risk |
|                         |  |  | 5  | 1        | 5    |
| Who might be at risk?   | Support  | How are you already controlling this risk?   | Further mitigations / protective measure required?   |          |      |
| Staff or pupils         | <p>Confirmed staff or pupil Covid-19 case</p> <p><a href="#">COVID-19: people with COVID-19 and their contacts - GOV.UK (www.gov.uk)</a></p> | <p>If someone tests positive, they should follow the '<a href="#">stay at home: guidance for households</a>'. <b>Your self-isolation period includes the day you were last in contact with the person who tested positive and the next 10 full days (maximum, although they can return to work on day 6 if they test negative on the mornings of days 5 and 6.</b></p> <p>Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are cleaned following guidance for enhanced cleaning where applicable.</p> <p>Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</p> <p>Adequate waste disposal arrangements are in place to dispose of contaminated equipment following an enhanced cleaning and disinfecting of coronavirus (Covid-19).</p> | <p>➤ <b>Note:</b> schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> |          |      |