

ST. IGNATIUS

CATHOLIC PRIMARY SCHOOL

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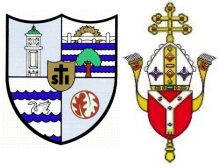


SCHOOL COVID-19 RISK ASSESSMENT

JANUARY 2021

Written by: Surrey Recovery Planning Team, amendments for St Ignatius from Mrs E O'Neill (Acting Headteacher), Mrs A Colombo (SBM)
Date: 6th January 2021 based on Government updates 05.01.2021. Updated 28.01.21.

This document will be updated as required due to changes in guidance etc.



COVID-19 RISK ASSESSMENT

Based on guidance from the Surrey Recovery Planning Team. Updates to previous guidance in BLUE font.

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy (Cleaning in non-healthcare settings) First Aid Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	Y	AC	✓	L
	M		Y	EON/ AC	✓ <i>reminder in Jan 21</i>	L
	M		N	EON/AC/DB <i>provide staff with our own guidance which is developed with regard to these documents. (H&S, Staff Protocols, Code of Conduct etc</i>	✓	L
	M		Y	EON/ DB/ AC SLT/ DB	✓ <i>Done Apr 20 with reminder in Sep 20</i>	L
	M		Y	✓	✓	L



	L	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. Staff will follow the protocol set out for the removal of children's masks. Following updated guidance children will not wear masks in the classroom unless they have a specific medical need, for which we will need to complete an Individual Health Care Plan. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Y	EON/AC		L	
	H			Y	EONEON	√	M
	H			Y	EON	√	M
	M			Y	SLT/ Teachers	√	L
	M			Y	SLT	√	L
	M			Y		√	L
Prevention I. Minimise contact with	H	<ul style="list-style-type: none"> Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home. 	Y	ALL STAFF	√	L	



individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. 	Y	ALL	√	L
	H	<ul style="list-style-type: none"> If a child, who is displaying suspected Covid-19 symptoms, is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door (PPA room by infant gate), depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. 	Y	ALL	√	M
	M	<ul style="list-style-type: none"> If the PPA room is already in use then the log cabin in the courtyard should be used. 	Y	ALL	√	L
	H	<ul style="list-style-type: none"> If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (toilet opposite ICT suite) if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	ALL / CLEANERS	√	M
	H	<ul style="list-style-type: none"> Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	Y	ALL	√	M
	H	<ul style="list-style-type: none"> PPE will 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 	Y	ALL	√	M
	M				ALL	



	M	<ul style="list-style-type: none"> In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 	Y		√	M
	L	<ul style="list-style-type: none"> 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) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. 	Y	AC/ DB/ CLEANER 1 ST AIDERS	√	L
	L	<ul style="list-style-type: none"> The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. 	Y		√	L
	M	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy 		ALL	√	L
	M	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 	Y			
Prevention	H	<ul style="list-style-type: none"> The School will 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. 	Y	ALL	√	M
2. Good hand hygiene practice	H	<ul style="list-style-type: none"> Supervision of hand sanitiser and soap use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. 	Y	ALL	√	M
	H	<ul style="list-style-type: none"> The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. 	Y	ALL	√	M
	H	<ul style="list-style-type: none"> Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them following the school protocol. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. <p>Guidance on <u>safe working in education, childcare and children's social</u></p>	Y	ALL	√ Reminder in Sep 20	M



	M	<p><u>care</u> provides more advice. Masks must not be worn in class. Staff can wear masks and/or visors if they choose to do so</p> <ul style="list-style-type: none"> Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments. 	Y	CH/AC	√	L
Prevention 3. Good respiratory hygiene	H	<ul style="list-style-type: none"> 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. 	Y	ALL	√	M
	M	<ul style="list-style-type: none"> Younger pupils and those with complex needs are helped to follow this. Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	Y	ALL	√	L
	H	<ul style="list-style-type: none"> Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. 	Y	ALL	√	M
Prevention 4. Enhanced cleaning	H	<ul style="list-style-type: none"> Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; 	Y	CLEANERS & CLASS STAFF	√	M
	H	<ul style="list-style-type: none"> Toys will remain in 'bubbles' for safe use and regular disinfection. 	Y	DB/EON	√	L
	M	<ul style="list-style-type: none"> Sand may be used but children must wash their hands before and after use. 	Y	ALL	√	L
	M	<ul style="list-style-type: none"> Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. 	Y	ALL	√	L
	M	<ul style="list-style-type: none"> The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Y	CLEANERS	√	L
	M	<ul style="list-style-type: none"> Outdoor playground equipment should be cleaned more frequently especially between bubbles. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract. 	Y	DB/ STAFF ON DUTY	√	L
	L	<ul style="list-style-type: none"> Children may use outdoor climbing equipment, taking care to wash hands before and after use. 	Y	ALL		M
	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u> 	Y	CLEANER/STAFF ON DUTY	√	L



	M	<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. 	Y	AC/ DB/ CLEANERS	√	L
	M	<ul style="list-style-type: none"> The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Computer keyboards will be cleaned by staff with antibacterial wipes between bubbles in the Computer Suite. 	Y	AC/DB/CLEANING COMPANY	√	L
			Y	AC/DB	√	L
			Y	ALL	√	L
	M	<ul style="list-style-type: none"> Communal areas will be cleaned in-between use by different groups of children, e.g. the library/ the Place. 	Y	ALL	√	L
Prevention	M	<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance (2m where practical) between individuals. The balance between the Bubbles and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p> If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups. Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 	Y	EON/ ALL	√	L
5. Minimise contact			Y	ALL- VISORS PROVIDED	√	
			Y	ALL	√	



	<ul style="list-style-type: none"> Adults to avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Adults to wear masks in the staff room and maintain a 2m distance from each other wherever possible with a maximum number allowed in the room at any one time Staff to wear masks at all times in the toilets to prevent contamination as these rooms are unventilated. Mask to be worn in all communal areas when not accompanying children Staff to maintain a 2m distance from each other wherever possible Meetings to be carried out remotely wherever possible: where a meeting in-person is needed, the rooms should be well-ventilated and staff should wear masks and be socially distanced as much as possible Individual risk assessments will be carried out for clinically vulnerable staff. Staff who are Clinically Extremely Vulnerable (CEV) will be identified through a letter from the NHS or a specialist doctor, as identified on the CEV or shielding list published on October 13th and updated in January 2021 click here for details. During January 2021 lockdown, the advice is that public sector employees, including those in childcare or education, should continue to go into work. In order to support remote learning and reduce the risks of contaminations in school a portion of staff will be working from home Clinically Vulnerable staff can continue to attend school. Ensure that all observe good hand and respiratory hygiene, minimising contacts and maintaining social distancing in line with policy and protocol. Staff who live with those who are extremely clinically vulnerable or clinically vulnerable should attend the workplace unless advised by NHS or an individual doctor. Pupils old enough should be supported to maintain distance and not touch staff and their peers. 	Y	ALL	✓	
		Y	EON/ TEACHERS	✓	
		Y	EO'N/SBM	✓	
		Y	CLASS STAFFEON	✓	
		Y	TEACHERS/ SBM/ EON	✓	
		Y		✓	
		Y	/EON/DMc	✓	
		Y	/EON/DMc	✓	
		Y	/EON/DMc	✓	
		Y	EON/DMc	✓	
				✓	



	<ul style="list-style-type: none"> ○ Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; ● Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at their own desk wherever possible; ● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ markers on the floor reminding children to stick single file to the left hand side of corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in ○ The number of pupils using the toilet at any one time is limited; ● The use of shared space such as halls is limited and there is cleaning between use by different groups; ● At lunchtimes the children will remain in their bubbles maintaining a distance of 2m from other bubbles ● The use of staff rooms and offices is staggered to limit occupancy. ● Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. During January lockdown, the visitors will be limited to essential visitors only (for H&S or children and staff wellbeing and health) ● Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, 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 by different Bubbles; sterilising buckets and tablets are available in the classroom to sterilise resource such as lego pieces and small toys. 	<p>Y</p>	<p>ALL</p> <p>TEACHERS</p> <p>PSD/ TEACHERS</p> <p>TEACHERS</p>		
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		<ul style="list-style-type: none"> • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, whiteboards and whiteboard pens and these are not shared; • Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. <u>COVID-19: Guidance on phased return of sport and recreations.</u> • Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing in the ventilated school hall, playing outside, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. <u>Music lessons will be delivered in class following the COVID-safe music curriculum from Charanga.</u> • <u>Marking of books and work: teacher to minimise the movement of books. Marking to be done in the classroom, where possible and individual children's work kept separate</u> 				
<p>Prevention</p> <p>6. Where necessary, wear PPE</p>		<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, however school has made visors available to all staff who would like them. PPE should be used: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 	Y	EON/AC/ ALL	√	



		<ul style="list-style-type: none"> ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. • Rooms to be well-ventilated at all times, with windows open, and fully ventilated at regular points throughout the school day. Dress codes for children and staff has been adapted to allow them to remain warm during the colder months. 	Y	EON/AC	✓	
			Y	ALL	✓	
Response to infection 7. Test and trace		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed by the school, and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Parents and staff will be strongly encouraged to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) to NHS Test & Trace • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. 	Y	ALL	✓	
			Y	ALL	✓	
			Y	ALL	✓	
			Y	EON/ALL	✓	
			N	ADMIN/ SLT	✓	
			Y	SLT		
			Y	ALL	✓	
			Y	ALL	✓	



		<ul style="list-style-type: none"> ○ If someone tests positive they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 10 days. 			✓	
Response to infection 8. Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> • <u>Flowchart school response to suspected or confirmed COVID-19 cases</u> to be followed for suspected or confirmed cases. • If someone who has attended the site tests positive for COVID-19, the local health protection team will be contacted by a member of SLT • The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate. • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. January 2021 	Y Y Y Y Y Y	ADMIN/ SLT ADMIN/ SLT ADMIN/ SLT ALL EON/DMc	✓ ✓ ✓ ✓ ✓ ✓	



		Lockdown, revised remote learning plan in place for all pupils who are not attending school				
Response to infection 9. Contain any outbreaks		<ul style="list-style-type: none"> If a case is confirmed, within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. January 2021 Lockdown, revised remote learning plan in place for all pupils who are not attending school 	Y Y Y Y	ADMIN/ SLT SLT SLT PHE /EON/DMc/SLT	✓ ✓ ✓ ✓	
Emergencies		<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y Y Y Y	ADMIN ADMIN ADMIN CH/ ADMIN/ GOVS	✓ ✓ ✓ ✓	
Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; Parents and pupils are discouraged from using public transport, where possible particularly during peak times; Parents are encouraged to wear masks at pick up/ drop off times where social distancing is difficult 	Y Y	EON/ PE LEAD EON/ TEACHERS EON	✓ ✓ ✓	



		<ul style="list-style-type: none">For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.				
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