

## **COVID-19 Risk assessment – Reopening school for Autumn Term 2021**

This risk assessment covers the measures above and beyond the usual control measures we have in place. It is based on the following current government guidance as of 29<sup>th</sup> November 2021:

- [Action for schools during the coronavirus outbreak](#)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Safe working in education settings](#)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)

## Calculating the Risk Rating

### Impact x Likelihood = Risk

Impact	Score	Health and safety effect
Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant/ Negligible	1	A day to day issue/problem but negligible harm would result.

Likelihood	Score	Expected frequency
Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event NOT EXPECTED. Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

Overall risk rating: Impact x Likelihood = Risk						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	13	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Impact				

Level of Risk	Overall Rating	How the risk should be managed
HIGH RISK	16-25	Immediate Management Action
MEDIUM RISK	11-15	Plan for Change
LOW RISK	1-10	Continue to Manage

# St Patrick's Catholic Primary School

## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>Subject of Assessment</b>	Opening the school safely to all children				
<b>Assessed by</b>	<b>ML, SF, SD, AH</b>	<b>Date</b>	November 2021	<b>Review date</b>	<b>December 2021</b>
<b>Details of workplace/activity</b>	Children and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> (Who may be harmed)	
				Children, Employees, Contractors and Visitors.	

<b>Hazards and Risks</b>		<b>Risk Level</b> (High, Medium, Low) Impact x Likelihood	<b>Control Measures</b>	<b>Residual Risk Level</b> (High, Medium, Low) Impact x Likelihood	<b>Further Actions</b> ✓/X (If ✓ See Actions)
<b>HEALTH AND FIRST AID</b>					
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	5 x 4 = 20	<ul style="list-style-type: none"> <li>The school has informed parents, children, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); regular reminders will be given about this;</li> <li>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</li> </ul>	4 x 2 = 8	X

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
			<ul style="list-style-type: none"> <li>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up; 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>Staff will be offered LFD testing kits for use twice a week, following the DfE guidance</li> <li>In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to children;</li> <li>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>Hazard reporting mechanisms are in place and easily accessible;</li> </ul>		
2.	Spread/contraction of COVID-19 due to insufficient First aid measures. This includes: <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling /</li> </ul>	5 x 4 = 20	<ul style="list-style-type: none"> <li>An updated First aid needs assessment has been completed for Autumn Term 2021;</li> <li>The FA assessment takes into account numbers and ages of children, number and training of employees;</li> <li>This information forms the decision on what activities and groups can safely be managed within the school;</li> <li>This includes sufficient first aiders for the school to the number of children with a particular focus on early years provision;</li> <li>Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision;</li> <li>The school will designate a specific room dedicated for suspected cases of COVID-19;</li> <li>Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until additional</li> </ul>	4 x 2 = 8	X

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
	<p>removal of clinical waste</p> <ul style="list-style-type: none"> <li>Intimate care procedures.</li> </ul>		<p>medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</p> <ul style="list-style-type: none"> <li>First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice</li> <li>PPE is disposed of in accordance with NHS COVID-19 waste management guidance;</li> <li>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>If a child has a head-bump/ serious accident, it will be recorded and sent to Bev who will notify the parents by phone.</li> </ul> <p><b>In the case of a symptomatic child who needs to be supervised before being picked up:</b></p> <ul style="list-style-type: none"> <li>If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p><b>Waste disposal measures</b></p>		

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
			<p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		
<b>DURING THE DAY</b>					
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	5 x 4 = 20	<ul style="list-style-type: none"> <li>• Large gatherings eg whole-school assemblies will not take place; gatherings will be restricted to smaller groups for the present;</li> <li>• For physical activity, outdoor sports will be prioritised where possible, or the hall used where it is not.</li> <li>• Where possible, all spaces will be kept well ventilated using natural ventilation (opening windows) or ventilation units;</li> </ul>	3 x 2 = 6	X

Hazards and Risks	Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Dining;</li> <li>Break-time/playgrounds.</li> </ul>	5 x 4 = 20	<b>Lunch:</b> <ul style="list-style-type: none"> <li>Children will eat their lunch in the hall;</li> <li>Tables will be wiped clean with appropriate disinfectant before and after lunch and between sittings where possible;</li> <li>Children are advised to clean hands before and after eating lunch in the classroom.</li> </ul> <b>Break-times / playgrounds:</b> <ul style="list-style-type: none"> <li>First aid will be carried out outside wherever possible and the first aid room used only for more serious injuries;</li> <li>Where the first aid room is used, children will be kept apart as much as possible;</li> </ul>	3 x 3 = 9	X
<b>HYGIENE</b>				
5. Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	5 x 4 = 20	<ul style="list-style-type: none"> <li>There is a hand washing station at the staff entrance and in each classroom;</li> <li>Everyone in school will frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>All those entering the school are encouraged to wash/sanitise their hands;</li> <li>Hand washing sinks are located within each toilet provision;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Children and staff have been shown how to wash hands properly;</li> <li>Help is available for children who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>Entry and exit from the school;</li> <li>After using the toilet;</li> </ul> </li> </ul>	3 x 2 = 6	X

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
			<ul style="list-style-type: none"> <li>Before and after eating;</li> <li>Teachers will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and wash stations have single use paper towel for drying hands;</li> <li>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</li> <li>The Intimate Care Policy will be followed as needed and the adult concerned will radio for support;</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	5 x 4 = 20	<ul style="list-style-type: none"> <li>The school has implemented an enhanced cleaning regime. This includes the following: <ul style="list-style-type: none"> <li>➤ A cleaning schedule has been drawn up similar to last year;</li> <li>➤ Frequent cleaning of classrooms, toilets, common areas and the hall (refer to schedule);</li> <li>➤ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops;</li> <li>➤ All waste and used PPE/ materials will be bagged up and stored safely and disposed of after 72 hours.</li> </ul> </li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning in non-healthcare settings</a>.</li> </ul>	3 x 2 = 6	X
<b>SOCIAL DISTANCING</b>					
7.	Spread/contraction of COVID-19 due to lack of social distancing	5 x 4 = 20	<ul style="list-style-type: none"> <li>Staff will be encouraged to continue social distancing from each other as much as possible and to minimise time spent within 1m of other adults;</li> </ul>	3 x 2 = 6	X



Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
	measures. In particular school employees.		<ul style="list-style-type: none"> <li>2 separate rooms will be available for staff to use for breaks: the staffroom and one of the mezzanine offices; each room will have a kettle and fridge</li> <li>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors;</li> <li>Where this isn't possible, meetings will be conducted outside, or in a room large enough to allow for social distancing;</li> <li>Sanitiser will be readily available in the staffroom for use before and after touching shared equipment eg fridge, kettle</li> </ul>		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> <li>Parents;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	5 x 4 = 20	<ul style="list-style-type: none"> <li>All visitors will be asked to sanitise hands and encouraged to wear face coverings</li> <li>Meetings with outside personnel and parents will be encouraged by phone/ video call wherever possible</li> <li>Parents will be encouraged to manage communications via email/ phone/ video call where possible; when they have to enter the school building, they will be asked to sanitise hands and encouraged to wear face coverings;</li> <li>Where face to face meetings are happening in school, designated rooms should be used and care will be taken to ensure that there is adequate social distancing;</li> <li>All events will be risk-assessed on a case-by-case basis and may be cancelled if the risk is too high</li> <li>Premises' contractors will booked outside of school hours unless unavoidable;</li> <li>Delivered items will be left outside of the school building for staff to collect wherever possible;</li> </ul>	3 x 2 = 6	X
PREMISES MANAGEMENT					

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
9.	Lack of suitable premises management	5 x 4 = 20	<ul style="list-style-type: none"> <li>The standard checks will be done according to the inspection schedule.</li> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</li> <li>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> </ul>	3 x 2 = 6	X
10.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	5 x 4 = 20	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	2 x 2 = 4	X
11.	Fire and evacuation procedures being inadequate at this time	5 x 4 = 20	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>➤ Safe assembly of occupants following social distancing requirements;</li> </ul> </li> </ul>	2 x 2 = 4	X

Hazards and Risks		Risk Level (High, Medium, Low) Impact x Likelihood	Control Measures	Residual Risk Level (High, Medium, Low) Impact x Likelihood	Further Actions ✓/X (If ✓ See Actions)
	due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.		<ul style="list-style-type: none"> <li>➤ Safe exit via the nearest final exit;</li> <li>➤ Training occupants of any changes to evacuation;</li> <li>➤ Ensuring there are enough staff on site with the ability to sweep all used areas of the school;</li> </ul> <ul style="list-style-type: none"> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>		

<b>ACTION PLAN</b> <b>(Additional Control Measures Required/Recommended Actions)</b>		
<b>Hazards and Risks</b>		<b>Recommended Actions</b>

**Please note:**

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.