



Our Lady of Lourdes Catholic Primary School

*Loving like Mary,
Serving like Mary,
Learning like Mary,
Believing like Mary*

Risk Assessment Title	Assessor name	Assessment date	Review date
Covid – 19 - Risk Assessment	James Green	1st September 2021	WEEKLY
How communicated to staff	Currents/Emailed/Website	Date communicated	
	Currents/Emailed/Website	1st September 2021	

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors parents,	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy 2020 Infection Control Policy August 2021.docx

		governors	<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <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' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's nurse team - Southend Local Authority <p>Staff and governors are made aware of the school's infection control procedures in relation to coronavirus via Currents and contact the HT as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>All staff have completed Infection Control training.</p> <p>The 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</p>
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(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher)</p> <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> <p>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.</p> <p>All classes to have cleaning kits to clean tables, touch points etc throughout the day.</p>
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			The HT arranges enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid 19 has been reported
(c)	Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should arrange to have a test to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self-isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms, they will need to start their 10 day isolation period and book a test.</p> <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the upstairs meeting room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the meeting room, move them to an area which is at least 2 metres away from other people.</p>

		<p>If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use and tapped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p>
(d)	Confirmed Case of Covid- 19	<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then</p>

			<p>return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household do not need to self-isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>From the 16 August, the legal requirement to self-isolate for contacts of a positive case will end for everyone aged under 18, and for adults who have been fully vaccinated.</p> <p>Staff who come into contact with a positive case are advised to have a PCR test.</p>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The 'catch it, bin it, kill it' approach continues to be communicated to children through class assemblies, PSHE.</p> <p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Bodily spillage kits are available in all classrooms.</p> <p>Cleaning kits are available in all classrooms.</p>
(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or DHT/AHT.</p>

		ors, parents	<p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Headteacher is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Headteacher immediately once a pupil has tested positive for coronavirus.</p> <p>The HT monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.
(h)	PPE	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>
(i)	Managing Entrance and Egress	Staff, pupils, parents	Year groups to arrive and depart from school according to the new set times.

(j)	Class sizes and layout	Staff, pupils	<p>Mixing is permitted.</p> <p>Class groupings to resume. Children no longer required to sit in rows and face the front.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher.</p> <p>Lunchboxes to be kept in class trolleys</p>
(k)	Social Distancing		<p>Social distancing ended with the move to step 4 on the 19th July.</p> <p>Children can mix. Consistent groups (Bubbles) will no longer be required. KS1 and KS2 children will have limited mixing due to staggered lunch/breaks.</p> <p>In the event of an outbreak social distancing measures may temporarily be put back in place.</p>
(l)	Visitors		<p>Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Contact details are no longer needed to comply with track and trace.</p>
(m)	Physical Environment/Ventilation	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible.</p> <p>Caretaker opens windows/vents in classrooms when opening the building.</p>

			<p>Heating to be on throughout the day. All classrooms can adjust the temperature of their radiators.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low.</p> <p>Staff Room can continue air conditioning/heating system as normal.</p> <p>Stand-alone fans may be used.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>
(n)	Face Masks	Pupils/ Staff/ Parents/ Visitors	<p>Staff and Visitors do not need to wear face masks.</p> <p>Parents/carers are not required to wear a face mask when entering the school site.</p> <p>Staff will not be required to wear face coverings when on the playground at pick up and drop off.</p>

			In the event of an outbreak face coverings measures may temporarily be put back in place.
(o)	Off Site Activities/After School Clubs	Staff, Pupils	All Offsite Activities can take place. After school clubs can take place Wrap Around Provision is available
(p)	Lateral Flow Testing	Staff	Asymptomatic testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home testing in September. This will be reviewed at the end of September. Primary age pupils (those in year 6 and below) will not test. Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn't have COVID-19 symptoms.
(q)	Contact Tracing	Staff	From Step 4, close contacts will be identified via NHS Test and Trace.

Additional actions taken to manage this risk

No.	Action required	Action target date	Person responsible	Notes Comments	Date completed
1.					

Notes of ongoing issues or concerns relating to this assessment.

Risk Assessment updated following Schools Coronavirus Operational Guidance – July 2021 being released and England moving to Step 4.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf