RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Holy Family RC Primary School	Assessment by: Alison Booth	Date: 30/08.21
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic from September 2021	Approved by: Christine Baldwin Anne Ostmeier	Date: 02/09/21 Reviewed: 02/01/22



Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic from September 2021. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments may be required for those who are clinically vulnerable staff or SEND students

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance 'Schools COVID 19 Operational Guidance (Updated July 2021). This guidance is available here.

Other helpful guidance documents for schools:

- Actions for schools during the Coronavirus outbreak Available here and to be referenced throughout the risk assessment.
- Shielding the extremely vulnerable Available here
- Households with COVID-19 Available here
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Available here
- EYFS Available here
- Actions for Early Years Providers- Available here
- **SEND** Available here
- Holiday or after school clubs guidance available here
- Cleaning in Schools Available here
- Safe Travel Available here

Overarching Principals

Within its operational guidance the Government as set out some key areas for consideration to control the spread of COVID 19 in schools which has formed the basis of this risk assessment. These are:-

- Ensuring good hygiene for everyone
- · Maintaining appropriate cleaning regimes
- Keeping occupied spaces well ventilated
- Following public health advice on testing, self-isolation and managing confirmed cases of COVID 19.

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- a high temperature this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss of, or change in, your normal sense of taste or smell (anosmia)

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Getting or spreading COVID 19 by not following public health advice on testing, self- isolation and managing confirmed cases of COVID 19	Staff/Vulnera ble staff pupils and visitors may become infected and suffer ill health from exposure to COVID-19	3	3	9	Extra consideration given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield however school will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. Individual discussions and risk assessments to be completed for vulnerable staff. Pupils, staff and other adults to follow public health advice on when to self-isolate and what to do. They will not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) Any staff member developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test. Where testing positive, staff to follow latest government guidance on self-isolation.	Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work as safely as possible Advice for those who are vulnerable, including pregnant women available here and here HSE guidance on protecting vulnerable workers found here	Headteacher	02/09/21	XX.XX.XX

Staff/visitors developing a new continual				\neg
cough or a high temperature whilst at school				
or a loss/change in sense of smell/ taste must be sent home and advised to book a				
test and follow the guidance here.				
tost and Tollow the galacines <u>Here</u> .				
Those who live in the same household as				
someone with COVID-19 symptoms, or with				
someone who has tested positive for COVID-19 to follow guidance here				
COVID-19 to follow guidance nere				
<u>Pupils</u>				
All CEV pupils and students will attend their	Discuss concerns with			
education setting unless they are one of the	vulnerable pupils and parents /			
very small number of children and young	guardians and communicate school COVID secure controls			
people under paediatric or other specialist care who have been advised by their	to provide assurance	Learning	03/09/21	
clinician or other specialist not to attend	transmission risk is lowered.	Mentor	36/36/21	
Any child developing coronavirus symptoms	Newsletter to be sent out to all			
will be sent home or parents/carers asked to	parents before the children			
collect them (avoiding public transport where possible) Parents will be advised to book a	return to school. Learning Mentor to contact parents of			
test for the child and follow public health	vulnerable children prior to			
advice.	their return.			
If a Child woods to be sout home often				
If a Child needs to be sent home after exhibiting symptoms, they will be asked to				
wait in in a separate room where possible,				
where they can be isolated behind a closed				
door, depending on their age and needs with				
adult supervision. Windows in the room will	KS2 children will be asked to			
be opened for ventilation. Where this is not possible the child will be taken to any area	wait in the front meeting room.			
where they can remain 2m apart from	A table and chair will be placed			
others. Such individuals will be monitored by	by the window and the door			
a member of staff. If a child needs to use	will be kept open. KS1 and		05/04/00	
the bathroom whilst waiting to be collected,	EYFS children will wait in the Orchard room where the door	School Admin	05/01/22	
they will use a separate bathroom if possible, KS1 disabled toilet or KS2	and windows will be open and	Aumm		
disabled toilet. A sign will be put on the toilet	a table and chair will be used			
not to be used until it has been cleaned.	by the door. The room must be			

This bathroom will be cleaned and	cleaned as soon as the child			
disinfected with standard cleaning products	has left the room eg table chair			
before being used by anyone else.	and any pencils/toys/books put			
	in quarantine for 72 hours. The			
PPE to be worn by staff caring for the child	date they can be used must be	Sarah Fox	03/09/21	
while they await collection if a distance of 2	clearly marked on them. Signs			
metres cannot be maintained (such as for a	for each room to be provided.			
very young child or a child with complex	Ι			
needs). PPE guidance found here will be				
followed				
After use, the quarantine room will be				
cleaned by cleaning or site staff using	Ensure PPE available in both			
normal proprietary cleaning products and	quarantine rooms.			
recommended PPE in line with cleaning	quarantino roomer			
guidance found here.				
gardanee round <u>nere</u> .				
If a member of staff has helped someone				
with symptoms, they do not need to go				
home unless they develop symptoms				
themselves (and in which case, a test will				
take place) or the child subsequently tests				
positive and the staff member is contacted				
by test and trace. Member of staff will wash				
their hands thoroughly for 20 seconds after				
any contact with someone who is unwell.				
Cleaning the affected area with normal				
household disinfectant after someone with				
symptoms has left will reduce the risk of				
passing the infection on to other people.				
M/L and a skill assessment of the				
Where a child, young person or staff				
member tests positive, school to send 'warn				
and inform' letter to possible close contacts				
+	On return to school staff will			
Testing	test themselves on Tuesday	A.11	0=(0.4.(0.0	
	evening and inform the HT of	All staff	05/01/22	
Asymptomatic testing advised for all staff	their results. They will then test			
whenever they are on site. Staff will test	on Thursday evening of the			
twice a week and follow Gov guidance if	first week and return to testing			
they have been in contact with someone	every Sunday and			
who has tested positive.	Wednesday.			

						Staff will be requested to carry out LFD tests twice a week on a Sunday evening and Wednesday evening to ensure that we as a school are doing everything possible to keep our pupils, colleagues and families safe. If a member of staff tests positive they must notify the headteacher immediately and in her absence the deputy headteacher.		
Hand Washing Inadequate hand washing facilities and regimes	All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from	3	3	9	Sufficient handwashing facilities are available throughout school. Where a sink is not nearby, hand sanitiser provided in classrooms and other learning environments Hand sanitiser only used where sinks are not available. Hand sanitisers only be used under close supervision for younger children Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative	Ensure all sinks have necessary stock & restock as required. Sanitise sinks and taps regularly with appropriate cleaning chemicals- after whole class use eg Break time, dinner time.	HT/PH Site Manager Teachers/ TA's	04/01/22 On return 06/09/21 (ongoing)
	exposure to COVID-19				All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after: - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger	Staff to revisit good hand hygiene on the first day back to school along with catch it bin it kill it. To allow children to wash their hands on arrival at school, Children to enter school KS2 through their classroom door and wash hands in the classroom. KS1 enter through KS1 door and wash hands before entering the classroom. EYFS	Teachers	06/09/21

children and those with complex needs understand the need to follow them Help will be provided to children and young people who have trouble cleaning their hands independently. Hand washing guidance found here circulated amongst all staff / pupils. Hygiene stations at locations through the school with instructions on their use including disposable tissues available in each classroom for both staff and pupils. Posters displayed throughout school to	wash hands in the classroom upon arrival. Ensure all attending understand how to wash hands correctly – refresh guidance found here			
remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean. Sinks and toilets regularly sanitised and bins for tissues are emptied throughout the day.				
Normal personal hygiene and washing of clothes following a day in school setting encouraged. Uniforms do not need any more washing than normal.	Poster around the school as appropriate.	HT/PH	04/01/22	
Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.' Staff working with pupils who spit uncontrollably offered more opportunities to wash hands	Toilets to be continued to allocated to Year groups. Toilets cleaned at dinner time and at the end of the school day. JD to clean KS2. HT to clean EYFS and KS1.	Site Manager	02/09/21	
Pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, kill it, bin it' given more	Staff to be given their own personal hand gel.	Site Manager	02/09/21	

					opportunities to wash hands, Consideration given to those with complex needs who may need additional support to clean hands or ensure good respiratory hygiene.				
Cleaning Inadequate cleaning regime	All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	3	9	Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities). Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary. Hygiene stations at locations through the school with instructions on their use. Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including: door handles door plates bannisters desks	Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary. When cleaning products from the classroom need replenishing they are to be taken to the Site managers office to be filled and collected the next day. All bottles to be clearly labelled. High touch surfaces to be cleaned twice a day, dinnertime and at the end of the day. If children have different places for Maths and English the desks must be cleaned before they change eg breaktime.	Class teachers and Site Manager. CT/TA	01/09/21 04/01/22	

					 chairs taps and sinks telephones keyboards light switches electronic entry systems vending machines toys Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container. If lights are not on automatic sensor staff instructed to leave them on throughout the day.			
Ventilation Poor ventilation	All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	3	9	All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible. Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation. Poorly ventilated areas identified, and steps taken to improve fresh air flow in these areas Particular attention paid to ventilation when holding events where visitors such as parents are on site (e.g. school plays) Balance needed for ventilation whilst maintaining comfortable temperature, for example in cooler months windows opened slightly and opened more fully at break times in order to purge the air.	This includes classroom doors, and KS2 door onto the playground for ventilation. However, it must be a comfortable working temperature for the children and staff. If the weather is cold it may be necessary to ventilate the classroom at breaktime and during the daily mile for KS2 in the afternoon. Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safeguarding issue. Communal windows, curtains and blinds to be opened by Site Manager.	Site Manager Site Manager	06/09/21 (daily walk round)

						Classroom windows to be opened by Teachers	Teachers		
Social Distancing Inappropriate pupil / staff mixing and movement around school	All building users including staff, pupils, visitors, cleaners, contractors,	3	3	9	Although 'bubbles' are no longer required, outbreak management plan will cover the possibility that such measures may need to be reintroduced. Any decision to reintroduce bubbles will be made in conjunction with local public health officials or in line with any changes in government advice.	Given the high transmission rates of Omicron, assemblies will be for KS1 and KS2 separately. There will be a large gap over 2m between Lower KS2 and Upper KS2 and good ventilation in the hall.			
premises	and vulnerable groups may become infected and suffer ill health from exposure COVID-19				If applicable poorly ventilated/ small spaces (such as a passenger lift)- numbers will be limited where possible Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Movement of staff will probably be required	Breakfast club; Children will be kept in their classes for breakfast club. They will have a table and a area to play on a gym mat. Toys and colouring materials to be rotated weekly to avoid cross contamination.	M Grimshaw	05/01/22	
					due to staff absence and the need to keep children in school. Good hand hygiene will be promoted between groups. Adults to remain socially distanced where this is practicable School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission.	Staff dinner times- Front meeting room- EYFS/EYFS unit Orchard – KS1 (Please note if this room has been used for quarantine it may be necessary to use another room. HT room can always be used as a back up) Lower KS2 – Library. Upper KS2 – Staffroom. Playtimes- EYFS – Outside area. KS1 – KS1 playground Lower KS2 (playground	All staff	05/01/22	

						divided for each class to alternate) Upper KS2 playground divided for each class. Alternate areas. Playtimes for KS2 divided into lower and upper and playground segregated for each class. Keep a record /timetable to show deployment of staff across the week. Remind about hand hygiene.	Deputy Headteacher	06/09/21	
Getting or spreading COVID 19 by not following latest public health advice on travel and educational visits	Pupils, staff, volunteers.	3	3	9	Separate, individual risk assessment completed for all educational visits. Government travel guidance found here will also be circulated amongst parents and pupils relating to travel to and from school as well as travel on any educational visits	All trips will include a COVID 19 section to minimise risk to pupils and staff. Travel guidance to be circulated	Teachers/ EVC Coordinator	From 06/09/21	
Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	3	9	School implement government guidance on PPE in schools, found here. Face coverings School does not require staff, children and learners to wear face coverings. Pupils age 11+ /staff advised to wear face coverings on public transport/dedicated school transport. In light of the new Omicron variant, staff will be required to wear face coverings in communal areas. Where face coverings are needed pupils and staff given advice on how to safely use (i.e. washing hands when touching coverings, how to safely dispose of etc)	Ensure adequate bins and tissues are made available. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained). Ensure all staff and children know the procedures to follow.	Site Manager Sarah Fox	02/09/21	

Face visors or shields can be worn by those exempt from wearing a face covering but it is recognised that they are not an equivalent alternative in terms of source control of virus transmission. Visors/shields suitably cleaned after use.
Other PPE - PPE usually only needed:- • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. School will follow guidance here for PPE requirements .
Waste to be disposed of in line with government guidelines found here. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:- • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin
 bag and tie it put it in a suitable and secure place marked for storage for 72 hours.

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					Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.	This waste will be stored in the container for 72 hours.	Site Manager	From 02/09/21	
Stress and anxiety about Coronavirus COVID-19	Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement	3	3	9	Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc. Guidance available from Public Health England here - shared with all staff. Bereavement policy in place and followed where applicable. Access to Employee Assistance Programme and counselling on self-referral basis. Staff reassure children and young people on regular basis.	Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc. Provide information on EAP details – posters around school as appropriate. Hold wellbeing meetings where possible.	SBM	03/09/21	
Contractors / Visitors (including governors and parents) Visitors and spread of Coronavirus	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	3	3	9	Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept Any visitors to the school asked to hand wash/hand sanitise on arrival and at appropriate intervals. Masks will be provided if required. Meeting with contractors and governors to be held electronically/socially distanced where possible. Consideration given to events such as school plays to ensure that rooms are well ventilated, visitors asked to wash hands/use	Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form. No more than 2 people at a time in the entrance of the school. Masks will be required for anyone entering the school unless they are exempt. Parents will be encouraged to wear masks when on school grounds.	Headteacher/ School Admin	02/09/21	

					hand sanitiser etc.			
						Provide signage where appropriate.		
Medication and First Aid Inadequate procedures for managing medical needs	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance	2	3	6	Ensure staff are aware of any medical issues affecting individual attendees including staff. Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.	Undertake individual risk assessment where required.	SBM – staff SENCO – children	02/09/21 02/09/21
	quickly enough.				School follows normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.	Ensure adequate First Aid equipment is available.	Sarah Fox	02/09/21
					First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics. School follows normal procedures on			
					administration of medication in line with school policy.			
Emergency Procedures Fire and intruder	All building users may become	2	5	10	General Procedures Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient	Hold a fire and 'invacuation' (lockdown) drill at earliest convenience.	Headteacher/ Site Manager	Week beg: 06/09/21
alarms and emergencies- inability to	trapped in event of fire				number of staff on site to effect safe evacuation.	Brief staff and children on First Aid procedures of the school. First Aid Policy	Headteacher	02/09/21
operate emergency					Where any fire routines have changed due to COVID restrictions all staff and pupils and			

systems or procedures					others who may be affected to be debriefed on changes. School has in place separate fire risk assessments and associated management documentation			
Building Maintenance Lack of building/ property maintenance Faulty equipment services leading to injury or death	All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.	2	5	10	All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.). Where possible checks take place before or after school or away from other staff / pupils. Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken. Assurances have been sought from external organisations providing FM services that checks are in date. All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.	Site Manager	03/09/21	

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY							
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic			
Very unlikely	1	2	3	4	5			
Unlikely	2	4	6	8	10			
Possible	3	6	9	12	15			
Likely	4	8	12	16	20			
Very likely	5	10	15	20	25			

KEY: SEVERITY OF HARM						
	Severity	Description	Persons at risk			
1	Insignificant	Non or insignificant injury / illness / loss	1			
2	Minor	Minor injury / illness / loss minor first aid required	up to 5			
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10			
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25			
5	Catastrophic	Fatality / severe incapacity	25 or more			

IMPORTANT

When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account

Risks that calculate as high **MUST** have further control measures put into place that reduce the risk **BEFORE** the activity is carried out

Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk

Staff **MUST** be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

	Risk Assessment Form						
Version	Date	Amended By	Comments				
1	13/05/2020	M Hill	Created				
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health				
3	07/07/2020	L Smith	Updated following September Opening Guidance				
4	08/2021	L.Smith	Updated in line with new guidance				