



ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL

Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	14 July 2020
Review Date	<ol style="list-style-type: none"> 1. 1 September 2020 2. 3.
	<p>The school is also using the NCC “COVID-19 Compliance Code for all educational settings - Autumn Term P646c” to inform planning and decision making. This risk assessment should be read in conjunction with the school’s September Opening Plan (SOP), the PE Risk Assessment and a clear and comprehensive Information for Parents document.</p> <p>The CMAT Executive Team and Governors have been informed of risk assessment and plans.</p> <p>All staff have been consulted.</p>

What are the hazards?	What are you doing already?	Actions taken	What further action is necessary	Action by whom?	Action by when?	Done
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<p><u>Prevention</u></p>	<ol style="list-style-type: none"> 1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. <u>clean hands thoroughly more often than usual</u> 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4. <u>introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</u> 5. <u>minimise contact between individuals and maintain social distancing wherever possible</u> 6. <u>where necessary, wear appropriate personal protective equipment (PPE)</u> 	<ol style="list-style-type: none"> 1. One isolation room in place. There is suitable and sufficient PPE. 2. There are sufficient stocks of soap, paper towels and/or hand sanitizer available. in all required locations. 3. There are currently sufficient stocks of tissues and disposal bins available for all classrooms. 4. There are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks. 5. Members of staff have been briefed on the expectations in class settings, outdoors and in staff rooms 6. Are their sufficient stocks available in the locations it is likely to be needed? 7. <u>If staff are handling books they should disinfect the surfaces being used before and after use, as well as washing their hands</u> 	<p>Additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection. Clear Music room as room 1 and set up appropriately and reinstate Teachers' Workroom as room 2</p> <p>Double-check stocks</p> <p>Staff debrief Sep CPD Day September Opening Plan (SOP)</p> <p>Stock areas currently not being used</p>	<p>FH</p> <p>KB</p> <p>FH&KB</p> <p>KB</p>	<p>09/2020</p> <p>17/07/20</p> <p>01/09/20</p> <p>01/09/20</p>	<p>Rooms: 08/20</p>
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		8. Water cooler outlets must be wiped by a member of staff between use				
Response to any infection	9. engage with the NHS Test and Trace process 10. manage confirmed cases of coronavirus (COVID-19) amongst the school community	7. Do members of staff know what is required of them?	To be included in staff briefing Update poster	FH&KB KB	01/09/20 01/09/20	

	11. contain any outbreak by following local health protection team advice	Records of visitors maintained for contact tracing requirements				
Contingency planning for a further outbreak	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 		Add Contingency Plan to Business Continuity Plan	FH	01/09/20	
Social Distancing in school	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<ul style="list-style-type: none"> No stopping rule in corridor Staff to remind pupils to maintain social distancing when moving around school Timetabling to avoid groups mixing Staff to maintain 2m distance wherever possible Pupils to be arranged in year-group staggered dates to enable safe starts Breaks and lunchtimes staggered 	Remove 2m and one-way signs Review not using one-way system after week 1	KB FH	17/07/20 11/09/20	

Internal meetings and events	<ul style="list-style-type: none"> ● Meetings to be conducted via Zoom or Teams wherever possible ● Where not possible, mitigating measures include: <ul style="list-style-type: none"> ○ keeping groups as small as possible ○ no direct facing ○ no raised voices ○ extra handwashing 		Meeting protocols to be included in Staff Handbook			Included in SOP 08/20
Cleaning	<ul style="list-style-type: none"> ● The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. ● More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, 	<ul style="list-style-type: none"> ● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Consider whether any outdoor play equipment should be used and if so ensure 	<p>Deep Cleaning during summer holiday</p> <p>Ensure cleaning staff using guidelines provided - staff meeting Sep 2020</p> <p>Review cleaners' schedule/hrs to facilitate additional cleaning required with more pupils (eg toilets) after lunch</p> <p>Add 'Wash your hands after use' sign</p> <p>(Trim trial to be repaired)</p>	<p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p> <p>KB</p>	<p>31/08/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p> <p>30/09/20</p>	

	<ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	pupils wash their hands afterwards.	<p>School/PTA to purchase more outdoor benches for eating</p> <p>Briefing for MSAs re cleaning dining tables and chairs between year groups</p>	<p>KH</p> <p>CF/HH</p>	<p>30/09/20</p> <p>01/09/20</p>	
Lunchtime Catering facilities	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ○ Serving food ○ Queueing ○ Different lunch periods 					
Fire Safety	<ul style="list-style-type: none"> ● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. 	<ul style="list-style-type: none"> ● Reviewed Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. 	<p>Fire Policy changes to be shared with Staff during Staff Training day.</p> <p>Fire practice scheduled for 1st full week of September</p>	<p>KB</p>	<p>1/9/20</p>	

	<ul style="list-style-type: none"> ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 		with new evacuation areas.			
Access/Egress of school building	<ul style="list-style-type: none"> ● One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. ● Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). ● Wipes and sanitiser available at both sides of doors. ● Increased cleaning of handles and touch plates. ● Allocated drop off and collection times ● Pupils to sanitise hands on arrival 	<ul style="list-style-type: none"> ● School arrival arrangement to reduce congestion: pupils enter/exit through designated gates and doors EYFS & KS1 finish 3.15pm ● staff to supervise entrances at key times to supervise and direct pupils/parents ● Priority must be given to disabled users and those identified as having health related issues. ● Provide relevant guidance to parents on drop off and pick up arrangements. 	<p>See SOP</p> <p>External doors to be propped opened morning and afternoon - remind caretakers</p> <p>See Parent Update (final)</p>	<p>FH</p> <p>KB</p> <p>FH</p>	<p>01/09/20</p> <p>01/09/20</p> <p>17/07/20</p>	<p>08/20</p> <p>07/20</p>

First Aid	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 		<p>Replenish First Aid Pod Bags & signs</p> <p>Book First Aid CPD</p> <p>Update First Aid Policy</p>	<p>CMc</p> <p>KB</p> <p>KB</p>	<p>17/07/20</p> <p>30/09/20</p> <p>01/9/20</p>	
Waste	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	<p>Ensure areas currently not in use are stocked</p> <p>Review positions of outdoor bins</p>	<p>KB</p>	<p>01/09/20</p>	
Break/Lunch times	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 		<p>See SOP</p>	<p>FH</p>	<p>01/09/20</p>	<p>08/20</p>

<p>Staff/Pupils within the shielded group</p>	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> School using NCC September Staffing Considerations flowchart 	<p>Risks assessments for KH, RR & EP</p> <p>FH to meet with individual staff as appropriate to talk through schools safety measures</p> <p>Complete vulnerable pupils risk assessments</p>	<p>FH</p> <p>FH</p> <p>FH</p>	<p>01/09/20</p> <p>01/09/20</p> <p>01/09/20</p>	
<p>Contractors and Visitors</p>	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Continue to check symptoms with ALL visitors Restrict entry of parents, including before and after school 	<p>Request risk assessments from Ashfords, E&B, IT Solutions</p> <p>reestablish use of iPad</p>	<p>KB</p> <p>JC</p>	<p>01/09/20</p> <p>01/09/20</p>	
<p>Property Compliance</p>	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the CMAT Premises Team and appropriate steps are in place to ensure the safety of all building occupants. 				

		<ul style="list-style-type: none"> ● Caretakers schedule includes H&S checks 				
Hygiene	<ul style="list-style-type: none"> ● The school has a suitable supply of soap and access to warm water for washing hands. ● Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> ● All classrooms have sinks for handwashing, except 5M and 4HS - allocated alternatives ● All spaces have hand sanitiser stations 	<p>Ensure all wall sanitiser stations are fixed to wall</p> <p>Ensure handwashing posters are displayed in newly opened areas</p> <p>Allocate toilets for bubbles</p>	KB	01/09/20	
Ventilation	<ul style="list-style-type: none"> ● Maintain air flow at all times- eg doors and windows open where safe to do so ● Fire doors open ● Use of fans in agreement with staff in each area 					
Accident reporting Covid-19 incidents	<ul style="list-style-type: none"> ● The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. ● For further advice and guidance you should contact your competent Health & Safety Adviser. 					

Administrative Staff	<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> School has 2 office spaces 				
Personal Protective Equipment	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 					
Behaviour	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 		School to introduce new, simplified behaviour rules, based on curriculum driver words (See SOP) Focus for PSHE work in first 2 weeks	FH	01/09/20	
School Staffroom	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> Break and lunch times to be staggered Seating and tables have been rearranged 	Review when weather deteriorates			

		<ul style="list-style-type: none"> Staff take breaks outside 				
Infection Control	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items eg. utensils Shared resources/equipment that cannot be cleaned should be placed out of action for 72 hrs 		Remind staff to bring own mugs, utensils etc (SOP)	FH	01/09/20	SOP 08/20
Equality Impact Assessment	<ul style="list-style-type: none"> An equality impact assessment has been completed and can be found 	<ul style="list-style-type: none"> See CMAT Equality Impact Assessment 				
Lack of staff	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted 					
Increased risk of transmission	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> year group bubbles avoiding contact between groups 	<p>New simplified rules to be introduced Sep 2020 (SOP)</p> <p>Pupils to bring new transparent pencil case to school in September - to remain in school.</p>	FH	01/09/20	08/20 SOP

	<ul style="list-style-type: none"> • The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. • Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<ul style="list-style-type: none"> • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible 	School to provide pencils etc Parental update (final)			
Shared use rooms	<ul style="list-style-type: none"> • Intervention rooms, IT suite, FT room to be cleaned between uses by adult before leaving • library to be timetable for use by 1 bubble each Monday and Friday • PE coach or teacher to wipe light switches, music system, door handles on the way out 					
Dedicated school transport, including	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this 	NA				

statutory provision	<p>should reflect the bubbles that are adopted within school</p> <ul style="list-style-type: none"> ● use of hand sanitiser upon boarding and/or disembarking ● additional cleaning of vehicles ● organised queuing and boarding where possible ● distancing within vehicles wherever possible ● the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 					
Learning outside the classroom (day trips, etc.)	<ul style="list-style-type: none"> ● keeping children within their consistent group, and the COVID-secure measures in place at the destination ● Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 					
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> ● Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 					

Wrap-around care	<ul style="list-style-type: none"> ● maintain consistency of bubbles within Breakfast/ASC ● rotate equipment/activities ● maintain records of bubbles for 21 days 					
Physical activity	<ul style="list-style-type: none"> ● See PE Risk Assessment ● Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene ● Pupils should be kept in consistent groups ● Sports equipment thoroughly cleaned between each use by different individual groups, including bibs ● Contact sports to be avoided. 	<ul style="list-style-type: none"> ● Children to come to school in PE kit on PE days ● PE coach or teacher to wipe light switches, music system, door handles on the way out ● Large PE equipment - eg ropes, vaults etc not to be used until further notice 	Ensure included in SOP			08/20 SOP
Restricted activities	<ul style="list-style-type: none"> ● Group singing, eg choirs, assemblies not to happen until further notice ● Brass instrumental lessons in small groups with pupils back to back, in well ventilated rooms 					
Signage	<ul style="list-style-type: none"> ● Signage is provided to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> ● see above 	Check current signs still in good condition and review additional signs			

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)