

St. Mary's Catholic Primary School, Broadway COVID-19 Primary Risk Assessment				
Activity being assessed:	Operational	Location(s) affected:	St. Mary's Catholic Primary School	
Person(s) completing assessment:	Amended: 13.05.2021 – By Mrs. Jane McNally (Executive Headteacher)	Date original assessment completed:	20.05.2020	
Date of review:	Amended: 01.09.2021			

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

Safeguarding audit of the school carried out 10/09/2020 by external agency

Close contacts or household members of a positive case **don't** need to self-isolate if any of the following applies:

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

Instead, they'll be advised by NHS Test and Trace to take a PCR test.

Protective Measures:

- Make sure people who are required to self-isolate don't attend school
- Advise everyone to clean their hands thoroughly and frequently
- Make sure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from your local health protection team

What are the hazards?	Who might be harmed and how?	What are you already doing?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed onto the school premises until they have self-isolated for the recommended government period of at least 10 days; and are well enough to attend.</p> <p>Staff, pupils or visitors living in the same household as a person who has tested positive for COVID-19 to go for a PCR test. If their test result is negative and they are exempt from isolating they can return to work/school.</p>	<p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm.</p> <p>Please see school's Outbreak Management Plan: https://st-marys-catholic-primary-school-broadway.secure-primariesite.net/covid-19-documentation/</p>	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	Action by whom and when?	Completed
		<p>Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough, loss of sense of smell and/or taste) are requested to stay away from school, get a PCR test and remain at home until well and asymptomatic;</p> <p>Any person arriving at school exhibiting symptoms will be required to return home.</p> <p><u>Government self-isolation guidance</u></p> <p>In the case where a child is unable to attend school either because they are self-isolating, the school will provide home learning, through Teams</p> <p>Procedure in place to isolate pupils that appear symptomatic on site until collected.</p> <p>Voluntary LFD testing of staff will take place twice a week (Thursday and Sunday evening) and staff will</p>		

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		<p>take these tests at home. These tests are to be taken 3-4 days apart. Staff to upload their LFT results onto NHS Test and Trace.</p>		
<p><i>Ineffective personal hygiene measures</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p>Robust handwashing actively promoted. Staff and pupils are requested to wash hands prior to leaving home in the morning. All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at school, following use of toilet facilities, when they return from breaks before eating after a bout of coughing/sneezing Staff and pupils encouraged to follow the 'Catch it, Kill it, Bin it' protocol – disposable tissues to be immediately placed in a pedal bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</p>	<p>Ongoing check by PM that all classrooms to have tissues and necessary cleaning equipment and products and hand sanitiser.</p>	<p><i>Ongoing</i></p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Action by whom and when?	Completed
		<p>Ensure that sufficient soap and hygiene products are on site.</p> <p>Hand sanitiser available in all classrooms.</p> <p>Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</p>		
<i>Possible contamination in reception areas and office</i>	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Parents/carers advised to contact school by phone if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated in a planned manner within the building.</p> <p>Office staff to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</p>		✓
<i>Possible contamination within classroom/teaching and learning spaces</i>	Pupils, staff, visitors, and the general public becoming	<p>Outdoor learning to be considered and undertaken.</p> <p>Use of communal equipment will be regularly cleaned and disinfected prior and after use.</p>	All staff	✓

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	<i>infected with COVID-19:</i>	<p>Computer keyboard/mouse, touch screens/interactive whiteboards will be regularly cleaned and disinfected prior and after use.</p> <p>During the school day windows and external doors to be opened to provide fresh air to be circulated within classroom and learning areas.</p> <p>Light switches, windows, and blinds only to be operated by staff member in the classroom and regularly disinfected.</p>		
<i>Possible contamination from use of toilet/welfare facilities</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<p>Visitors to use the disabled toilet.</p> <p>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required.</p> <p>Only liquid soap is permitted in school.</p>	All staff and pupils	<i>Ongoing</i>

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		<p>Hand drying will be disposable towels only, hand towels have been removed.</p> <p>Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</p>		
<p><i>Communal gatherings - assembly</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p>It's no longer necessary to keep pupils in bubbles.</p> <p>All pupils can attend wrap-around care for any reason and they can be in groups of any number.</p> <p>Parents and carers can attend sessions at <u>out-of-school settings and wrap-around care</u>.</p> <p>Indoor and outdoor performances with an audience can go ahead.</p> <p>Both indoor and outdoor sporting competitions can take place.</p> <p>Indoor sport can go ahead, but the school will prioritise outdoor sport.</p>	<p>If the school has a number of COVID cases; please see school's Outbreak Management Plan: <u>https://st-marys-catholic-primary-school-broadway.secure-primarystate.net/covid-19-documentation/</u></p> <p>When planning indoor and outdoor performances the school will refer to: <u>this guidance</u></p> <p>You'll prioritise outdoor sport where possible Where it's not, you'll use large indoor spaces with sufficient ventilation</p>	<p>Ongoing</p>

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			You'll consult government guidance when planning for team sports	
<i>Insufficient access to first aid</i>	<i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i>	Sufficient first aid provisions are in place in line with the school's first aid risk assessment. Additional PPE ordered to ensure that 1 st Aiders are able to deliver appropriate 1 st Aid care, with as low a risk as practical.	HT/AHT/Office Admin	Ongoing
<i>Possible contamination by close contact when providing first aid or care to pupils</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	Additional PPE ordered to ensure that 1 st Aiders are able to deliver appropriate 1 st Aid care, with as low a risk as practical.	HT/AHT/Office Admin	<i>Ongoing</i>
<i>Possible contamination from a symptomatic person on site</i>	<i>Pupils, staff, visitors, and the general public becoming</i>	Symptomatic person should not be on site – see first section. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately,	HT/AHT/Office Admin	<i>Ongoing</i>

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	infected with COVID-19:	<p>if they need collecting, they will sit in a dedicated room, isolated.</p> <p>Should a pupil become symptomatic whilst at school they will be isolated in the disabled toilet, supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision.</p> <p>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</p> <p>Government guidance will then be followed.</p>		
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	<i>Pupils, staff, visitors, and the general public becoming</i>	<p>Disposable gloves and aprons and masks, and aprons available for use as required.</p> <p>Where PPE is identified as required for a task it must be worn.</p>	HT/AHT/Office Admin	<i>Ongoing</i>

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	<i>infected with COVID-19:</i>	All PPE should be single use and disposed of appropriately, with the exception of the visors.		
<i>Insufficient or ineffective cleaning</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	<p>Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>Additional cleaning of touch points is taking place 2x daily (all door handles, light switches, alarm systems, window latches, computer trollies and handrails).</p> <p>All internal bins will be emptied daily to external bins.</p>	<p>PM</p> <p>AHT to ensure that PM has read the latest guidance on cleaning: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	Ongoing

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<i>Ineffective management of potentially contaminated waste</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	Standard waste will continue to be managed in line with existing arrangements. Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.	PM	<i>Ongoing</i>
<i>Ineffective safeguarding measures</i>	<i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i>	School has robust safeguarding measures in place with a Designated Safeguarding Lead and 3 DDSL's onsite. All staff have had safeguarding training. Staff have been reminded of the importance to look out and not changes to "normal" behaviours of pupils and report any concerns immediately Updated Safeguarding training in line with amended KCSIE September 2021	HT/AHT/DDSL's	Ongoing

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		External Safeguarding Audit carried out on 10.09.2020 Weekly safeguarding questions posed for all staff.		
<i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i>	Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence	School has stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. Education Support Partnership Mental Health support phone number shared with all staff. Mental health and wellbeing information has been shared with staff.	OLM Directors/SIB/HT/AHT	<i>Ongoing</i>