



ST JOSEPH'S ROMAN CATHOLIC PRIMARY SCHOOL - WORKPLACE COVID-19 RISK ASSESSMENT

Risk Assessment Title: St. Joseph's School [COVID- 19 Risk Assessment]	Date of Assessment: Revision 9 (updated 2nd September 2021)	Assessor Name: Simon Whelan 	Assessor Position: Health, Safety and Environmental Consultant
Risk Assessment Context:	This Risk Assessment will be reviewed on a weekly basis and updated where necessary using the latest Government/NHS guidance. The school will communicate clear and consistent expectations around school attendance to Parents. The school has fully risk assessed and will implement a "system of controls" which build on the hierarchy of Covid-19 protective measures currently in place. This Risk Assessment will be reviewed on a regular basis by Simon Whelan, an external accredited Health, Safety and Environmental Consultant. - On Monday 19th July 2021, the Government moved to step 4 of its road map, which is a new phase of continued caution whilst managing the risks of Covid 19. We will continue to follow our system of controls to minimise the risk of infection and will clearly communicate any changes in our processes to Parents. - The school day starting and finishing times will be as follows: (Please note all children must be in school by 08.40 a.m) - Nursery children will enter and exit the school via the Nursery Gate ((soft start 08.30 a.m – 15.00 p.m),) - Reception children entry and exit via the single gate on Leopold Road (soft start 08.30 a.m – 15.00 p.m) - Year 1 and Year 2 entry and exit via double gates on Leopold Road (soft start 08.30 a.m – 15.15 pm) - Year 3 and Year 4 entry and exit via the double gate on Northcote Road (soft start 08.30 a.m - 15.20 p.m) - Year 5 entry and exit via the single gate on Goodson Road (soft start 08.30 a.m - 15.20 p.m) - Year 6 entry and exit via the single gate on Goodson Road (soft start 08.30 a.m - 15.30 p.m) The Government recommendation has been to remove the wearing of face coverings, however there will be an expectation that Parents will continue to wear a face covering whilst inside the school building i.e Reception Office, meeting rooms and classrooms.		

Location: School Premises	Operation/Process: COVID-19 controls	COVID-19 common symptoms: - A loss of, or change in, normal sense of taste or smell (anosmia) - A new continuous cough,A high temperature - Delta variant - cold like symptoms e.g runny nose, sore throat & other upper respiratory infection symptoms	Frequency of exposure: Various
			Duration of exposure: Various
COSHH Assessment Required? No	Equipment to be used: Task Specific Gloves, Handwashing Basins with hot water, soap and towels / hand dryer, Alcohol Gel / Foam dispensers, Cleaning Wipes and Disinfectant, Respiratory protective equipment. Substances to be used: Alcohol Gel / Foam, Hand Soap, Cleaning Wipes and Disinfectant		Monitoring Required: If exposed
Manual Handling Assessment Required? No			
Noise Assessment Required? No			

Evidence of understanding the requirements of this Risk Assessment must be recorded in the briefing register (see [Appendix A](#)). Please specify the work activity covered within the briefing register. Table S1 Criticality Matrix

Likelihood of Occurrence (L)	Severity Rating (S)				
	Major	Serious	Significant	Minor	Negligible
Certain	25	20	15	10	5
Occasionally	20	16	12	8	4
Probable	15	12	9	6	3
Unlikely	10	8	6	4	2
Improbable	5	4	3	2	1

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**Table S2 Severity Rating (S)**

1	Negligible	Slight, no potential risk of injuries, no significant effect on health and safety
2	Minor	Minor injuries or equipment damage, minimal effect on health and safety
3	Significant	Significant injuries or multiple minor injuries, equipment damage and effect on health and safety
4	Serious	Severe/multiple injuries, equipment damage or major environmental effect that can be controlled
5	Extreme	Death and/or serious structural damage or major environmental effect that cannot be controlled

Table S3 Likelihood Rating (L)

1	Improbable	A highly unlikely event
2	Unlikely	An unlikely event, could occur if control measures are disregarded
3	Probable	An event which may occur despite existing control measures
4	Occasionally	An event likely to occur unless control measures are improved
5	Certain	An event which will occur unless immediate controls are applied

Table S4 Scoring Matrix (R)

1-4	Low	Activities in this category present minimal levels of impact or risk and are unlikely to occur, proceed with these activities as planned and monitor against objectives
5-9	Medium	Activities in this category present minor levels of impact or risk. The application of risk management strategies to reduce the impact or risk is advised. Consider ways of modifying the process or implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP)
10 +	Serious	Activities in this category present serious and unacceptable levels of impact or risk. Consider ways of modifying the process and implementing controls to reduce the impacts and risks to as low as reasonably practicable (ALARP). Additional control measures and monitoring may be required.
15 +	High	Activities in this category present high levels of impact or risk and should not be allowed to proceed without very careful planning. Consider consulting specialists. The company should evaluate whether the activity is necessary in the first place or whether alternative processes are available.
20 +	Extreme	Activities in this category present extreme levels of impact or risk, such as loss of life or breach of legislation and must not be undertaken.

The risk rating (R) is calculated by multiplying the likelihood (L) by the severity (S), $L \times S = R$. In this way, the potential of a risk affecting operations is evaluated according to its perceived severity. Where a legislative requirement for change is identified, an automatic score of 25 is given since immediate corrective action is required to ensure compliance. All hazards which present legitimate concerns to stakeholders or clients also receive an automatic score of 25 in order to initiate immediate corrective action. The results of the above scoring methodology are recorded on the risk register. From this, the risks are prioritised for action on the basis of their risk score.

Five Steps to Risk Assessment

Step 1	Look for hazards	Walk around the work area, paying attention to activities and materials that have the potential to cause harm. Identify materials and substances, as well as equipment and tools. Observe activities in the workplace as well as how people perform the activities. Ask employees what they think and review applicable manufacturers' health and safety data sheets.
Step 2	Decide who might be harmed and how	Groups of people that may be affected including school staff, cleaners, maintenance personnel, Pay particular attention to disabled people, essential visitors and lone workers
Step 3	Evaluate the risks and decide whether current controls are adequate	Consider how likely it is that each hazard could cause harm by using risk ratings to prioritize risk. Determine whether or not you need to do more to reduce the risk and implement control measures (actions list) if the risks are not adequately controlled
Step 4	Record your findings	Keep written records for future reference in order to demonstrate compliance to legal requirements (e.g. manual handling, working in confined spaces)
Step 5	Review risk assessments and revise if necessary	Review and revise the risk assessment when there is any significant change (e.g. new hazards arise due to new substances and processes). Regularly review the risk assessment to check that the precautions for each hazard still adequately control the risk and, if necessary, reassess the risk.



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Increasing the confidence of Staff, Parents and Pupils returning to in September 2021.	Exposure to COVID-19 Virus	Identified symptoms of COVID-19. Staggering of drop off and collection point failings. Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> - Based on recent ONS data, the risks to education staff of getting Covid-19 are the same as those for most other occupations, however, we must continue to comply with Health and Safety law and embed our protective control measures already in place. - Staff will be consulted on all changes to this Risk Assessment. Weekly staff briefings will continue to take place. - The school will fully adhere to its statutory obligations. For teachers this will be the STPCD and the Burgundy Book and for Support Staff the NJC contractual conditions of the Green Book. All teaching staff will continue to receive their normal PPA time and NQT staff will receive 10% additional on top of their PPA time. Please note only Reception staff are allowed in the Reception office. All enquiries from staff must be dealt with at the front Reception desk. - Drop off / collection times will be as outlined on Page 1 of this Risk Assessment. All pupils and staff will be required to wash / cleanse their hands upon entry and exit. - The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces, where you may come in contact with people you don't normally meet. For this reason, we will continue to ask parents to wear face coverings whilst inside the school building. - Staff will continue to be provided with PPE. Face coverings are no longer required for pupils, staff and visitors either in the classroom or in communal areas. However, the school proposes that all Teachers, Support Staff and Visitors wear a face visor or covering when pupils arrive at the beginning of the school day and again when dismissing pupils to their parents at the end of the day, however this will remain optional. Should there be a substantial increase in positive cases in school, the Leadership will require all staff and visitors to temporarily return to wearing face coverings in communal areas and classrooms. "Keep Left" signs will be clearly displayed on all routes within the school building. - The visitor / staff signing in and out touch screen terminal continues to enable staff to sign in and out on Inventory using the bar code on their lanyards. Visitors will also use the touch screen terminal when they arrive and leave the building. All visitors will complete a Visitor Questionnaire upon arrival to the Reception Office. All working visitor / agency staff will receive a premises induction, covering essential elements of the RA by the school Covid-19 Union rep. - Breakfast and Afterschool Clubs will continue to run as normal. - Specific toilets have been allocated to KS2 year groups and are clearly signed throughout the building. - Kitchen staff will bring lunches to the Nursery children. Nursery staff to give to the children. - Any staff member, pupil or visitor who reports as having symptoms of COVID-19 as listed on Page 1 of this Risk Assessment must report this to the Headteacher. All staff have been issued with a Lateral Flow Device (LFD) Test pack, which include individual testing kits to enable staff to undertake their own Covid test. Results are provided within 30 minutes and tests must be taken 30 minutes before eating or drinking. The school recommendation is that these tests are carried out on Tuesday and Thursday evening of each week. Staff must report their findings to NHS Test and Trace. A positive test must be reported to the Headteacher before 6.30 pm on the day of the test to ensure adequate staffing arrangements are in place for the next school day. If the staff member tests positive for Covid-19, they must then have a PCR test, which is more accurate as the LFD test is not suitable for staff members who are already displaying symptoms of Covid-19. The guidance states that regular asymptomatic testing is an "important addition to supporting leaders to maintain the continuity of education through the pandemic".	4	1	4	Low



ACTIVITY/PROCES S	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY) <i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i>	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Ensuring the safety of pupils and staff within the classroom	Exposure to COVID-19 Virus	- Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	1. Pupils and staff must wash their hands with soap and water after entering the classroom, particularly after coming to school and after breaks, after sneezing, after using the toilet and before and after handling or eating food. 2. Alcohol-based sanitisers are at the entrance of each classroom, dinner halls, top hall and middle hall as well as all entrances to the school and some offices. 3. Where possible windows will be kept open to increase airflow and ventilation. 4. Staff to encourage pupils to avoid touching their face with unwashed hands. Tissues will be provided in classrooms. Pupils will be taught to use tissues (catch it, bin it, kill it) when sneezing or coughing. 5. Staff to identify those pupil's in their class that need additional support with this and for those pupils with complex needs, assistance must be given, to ensure those pupils do not misuse sanitiser or ingest it in any way. 6. The school will provide a second pedal lid bin for each classroom for used tissues in addition to the general wastepaper bin, which will be emptied at various intervals throughout the day. 7. Children can bring in their PE kit in a PE bag each Monday and bring home each Friday for washing. It is compulsory for all children to participate in Physical Education as part of the National Curriculum and they must wear the correct PE kit with the school logo. 8. Staff to wash / cleanse hands after marking a set of pupil's work. Pupils to bring their own water bottle with their name on it. Outside water fountains have been taped off and will be out of use for the Autumn term. 9. Music Lessons will continue as normal. 10. The DfE have confirmed it is their priority for schools to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health. 11. Competitions between different schools will take place from September 2021 and a further Risk Assessment will be undertaken to ensure all risks are mitigated as far as possible. 12. All soft furnishings and soft toys in EYFS have been put back in the relevant classrooms and will continue to be washed as previous. 13. Staff can use the air conditioning units or the fans in their classrooms during the Autumn term, however the best fresh air comes in through open windows and doors (passive airflow). 14. Staff have been encouraged to removed and dispose of all unnecessary items in their classrooms.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE- CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Staff confident of daily cleaning measures and what action to take if there is a suspected or confirmed case of COVID-19 in the school	Exposure to COVID-19 Virus	- Site Manager / Cleaning staff checklist, not completing an appropriate deep clean	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> - All cleaners and the Caretaker have been issued with a cleaning checklist which includes regular cleaning of the school lift. - When staff and pupils leave the school at the end of each day, the Caretaker and 5 cleaners will undertake a thorough clean of the building each evening. From 16th August 2021, individuals identified as a contact of a confirmed case of Covid-19 will be exempt of the legal duty to self-isolate if they meet one of the four exemption criteria: Fully vaccinated adults: those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme; at least 14 days prior to contact with a positive case Children and young people: those under the age of 18 years and 6 months. Clinical trial participants: those who have taken part in – or are currently taking part in – an MHRA approved COVID-19 vaccine clinical trial Medical exemptions: those who can provide evidence that they cannot be vaccinated for medical reasons. - Positive cases will remain under a legal duty to self-isolate regardless of vaccination status or age. - All staff who have not taken the vaccination must self-isolate if identified as a close contact by NHS Test and Trace. - In the event of a positive case within the school, the Site Manager / cleaners have been instructed to immediately disinfect surfaces the person has come into contact with. - The Site Manager will disinfect the classroom and all infected areas using the fogging machine to ensure all traces of the virus are removed. - If a parent contacts the school to inform us they have Covid-19 symptoms, they will be advised to send their children to school as normal. - The school will continue to use the DfE helpline on 0300 303 0450 for advice if needed. - If a member of staff tests positive, they must engage with the NHS test and trace process. - The individual is not to return to school until such time as they have completed their isolation period - Normal school procedures will be followed for pupils that are unwell / sick during the school day.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Staff aware of new housekeeping rules i.e. fire drill / PEEPS maximum number of pupils in any one class / first aid provision / pupil re-orientation	Exposure to COVID-19 Virus	Rules not clear to staff including new staff	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunchtime and thorough cleaning of used classrooms daily after school.</i> 1. The school's existing fire evacuation routes are fully in place. Evacuation routes are clearly confirmed to staff, and signage throughout the school accurately reflects this. 2. A fire drill will continue to be held on a termly basis. 3. Nursery children will remain in the Nursery building as this arrangement has been effective. 4. PPA teachers, specialist teachers and cover supervisors can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 5. Classroom based resources, such as books and games, can be used and shared within the class; these should be cleaned regularly, along with all frequently touched surfaces. All resources within the class will be distributed by the Teaching Assistant only. This will ensure transmission risks are mitigated. 6. Classroom entry and exit routes have been determined and appropriate signage in place. 7. School staff administering general first aid are to wear appropriate PPE as provided by the school. Each classroom will be provided with a First Aid kit containing bandages, anti-bacterial wipes, plasters, gloves and first aid slips to keep records. Staff have been trained in the appropriate use of PPE and further refresher training will be provided if necessary. 8. Staff to advise the Welfare Officer of a time to come to the classroom for those pupils who will need medication administered for their medical needs i.e. diabetes / asthma. 9. Pupils must come to school in their full school uniform.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
Staff and pupil reassurance on maintaining a safe environment	Exposure to COVID-19 Virus	- Multiple staff using canteen appliances without cleaning them down before and after use. - SEND pupils receive appropriate interventions.	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> 1. Staff can continue to use the facilities in the staff room. Adequate signage is displayed reminding staff to wipe down all surfaces after use. Staff must also take responsibility for their own hygiene. The caretaker disinfects the staffroom at the end of each day using the fogging machine. 2. Any appliances that are used shall be wiped clean using the provided antibacterial wipes. 3. Pupil break times and lunchtimes will be staggered to reduce congestion and this has proved to be effective. Tables and chairs in the lunch halls will be cleaned after each sitting. 4. Plastic barriers will be placed in the Junior and Infant playgrounds to ensure pupils are only with their year group. 5. On all four staircases, "keep left" signs are established. Staff are aware they must give way to individuals coming from outside the school building into the school building. 6. Specialists, therapists, Inclusion team and other support staff for pupils with SEND will provide interventions as usual. 7. The school will ensure that appropriate support is made available for pupils with SEND. Teaching assistants and specialist staff from both within and outside the school can work with pupils in different classes or year groups.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
School has a plan in place to address curriculum expectations	Exposure to COVID-19 Virus	- Pupils become extremely disadvantaged at not being in full time education - SEND pupils receive appropriate interventions.	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> 1. The school's Behaviour Policy has been reviewed and acknowledges the increased level of trauma and anxiety experienced by pupils and the impact of engagement, self-esteem and behaviours. 2. The school has implemented their plan for pupils' remote education, in the event of the school needing to close in response to a local Covid-19 outbreak. All teachers are now proficient on the use of Google classroom.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils,	Exposure to COVID-19 Virus	Everyday hygiene and COVID-19 control procedures lapse	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> 1. General reminders for hygiene (posters, alerts, staff notice boards and staff briefings etc.) 2. Effective handwashing facilities and soap available (i.e. upon entry and exit of school plus in teacher's classrooms plus full consideration of school visitors. 3. Parents can call into the school office, however it will be communicated to them to send an email where possible. Parents and visitors must wear a face covering at all times when inside the school building. 4. Staff and pupils have access to home testing LFD kits, provided to schools by the Government. PCR Tests for staff can either be undertaken on site, or at the walk-through Harlesden testing centre.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Where an increased risk of COVID-19 is present via: - Increased absence rates of pupils or staff; - Local increase in sickness e.g. flu, gastric, COVID-19; - Public health alerts; - Suspected cases of specific illness in school or within the community (e.g. COVID-19 / gastric)	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> 1. Increase hygiene procedures. 2. Communication with key people including key information (staff, pupils and families). 3. Specific hygiene lessons in class. 4. Increased enforcement of handwashing before eating of food. 5. Consider the types of events and make changes as necessary (e.g. those where there are lots of close contact / touch points). 6. Review <i>Core Control Measures</i> and make changes as necessary. 7. Daily review of the situation.	4	1	4	Low

ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Where a significant risk is present: - Direct case or increased likelihood of cases; - Public health advice for restrictions.	4	4	16	High	The school will return to the following during the Autumn term: - School events; - Swimming; - Trips. - Assemblies will also take place but only as one Year group. This will be reviewed at the end of term. Consider: - Sending home any pupils or staff with any of the COVID-19 symptoms as list on Page 1 of this Risk Assessment; - Additional cleaning including deeper cleans. What to do after a negative test? - If the individual tests negative they can return to the setting as long as they are fit to do so.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Where specific and / or significant changes or restrictions need to be in place in the event of an outbreak of Covid-19: - High levels of sickness; - High rates of absence; - Significance of danger, disease, or illness.	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> - National or Local lockdown - Part / full closure of the school / classes; - Deep cleans; - Close of building; - Social Workers can attend school, particularly where a child is subject to a Section 47 - Parents and staff provided with the most recent updates.	4	1	4	Low



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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	National guidelines are updated daily and school lapses in following advice	4	4	16	High	The school shall have the most recent information from the government, and this is to be distributed throughout the school Community. 1. To ensure daily checks are made with Government updates. 2. Any change in information to be shared with Chair of Governors and communicated to parents. 3. Website information is automatically updated. 4. Pupil updates via classroom teacher as necessary. 5. Headteacher weekly updates to parents via letters and texts - https://www.stjosephsrc.co.uk/covid-19/	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Precautionary measures are not been followed in school	5	3	15	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> All pupils and all staff working with pupils are adhering to current advice. 1. Teachers to reiterate message during class time with pupils: - Covering your cough or sneeze with a tissue then throwing the tissue in a bin (catch it, bin it, kill it); - Avoid touching your eyes, nose and mouth with unwashed hands. - Wash hands regularly. 2. COVID-19 information is on the school website - Website documents in place and updated accordingly. 3. Cleaning staff: - Ensure that all toilet/bathroom facilities are well stocked; - Ensure that cleaners' resources are adequate and are effective against COVID-19. Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled; - Ensure liquid for hand sanitiser stations in reception area are refilled, when necessary	5	1	5	Medium
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			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Specific guidelines regarding school trips are not followed	4	3	12	Serious	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> National guidelines state that in <i>after school activities</i> – pupils must wash hands and after any travel on public transport – this is adhered to by all staff leading sports events. 1. Usual risk assessments apply. 2. Staff follow updated national guidelines on travelling to busy places e.g wearing masks on public transport. 3. School can provide hand sanitiser for pupils and adults to use after traveling on public transport.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Staff do not report sickness Staff are unwell but attend School Staff absence increase	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> Staff who display the symptoms of Covid-19 must undertake a LFD Test. If the result is positive, they must take a PCR test. If the PCR test result is positive, they must self isolate by law for 10 days. If the PCR test result is negative, they can resume their work duties as normal. - The Headteacher will: - Communicate to staff the importance of following national guidelines in Staff Briefings, publish the Risk Assessment on the school's website and provide copies of the Risk Assessment to staff. - Remind staff of the sickness policy during any lock down period or staff isolation. - In the event of teaching staff absence: - School will bring in Supply Teachers to cover absence. - In the event of significant staff absence, the Senior Leadership Team (SLT) will review the viability of the school remaining open. The Head Teacher will consult with the Chair of Governors. If the school is to be closed, then this will be communicated to staff and parents via email, letter and the school website. - Only essential tasks will be carried out during a staff shortage period (attendance, first aid, salaries/payroll, etc.). - If the Head Teacher is sick, the Deputy will lead the school, if both the Head Teacher and Deputy are not in school, a member of the SLT will lead the school. - In the event of a local lockdown with staff and pupils at home who are not well and still able to access education, work will be set electronically. Pupils will be expected to complete tasks at home. Teachers will teach live lessons via Google classroom. All pupils have been set up with their own email address and a timetable for online learning will be provided. - A separate individual Risk Assessment has been completed for all staff (even if they are not high/moderate risk) using the NHS guidelines. - Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The Leadership will consider what steps need to be taken in respect of staff who are CEV.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
							<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i>				
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Staff and Parents do not report travel plans to / from any country where quarantine is a requirement A member of their household who has travelled to / from any country outside the UK where quarantine is a requirement	4	3	12	Serious	National guidelines: Staff returning from any country outside the UK should follow the national guidelines. Head Teacher will: - Communicate to staff the importance of following national guidelines in weekly briefings. - Remind staff to follow the sickness policy during any self-isolation period.	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Catering staff absent –and school meals no longer available	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> School catering staff • Normal legal requirements regarding the provision of school meals will apply. • Ensure precautions are in place for all staff on site. - before and after handling food, - before handling clean cutlery, dishes, glasses, or other items to be used, - after handling dirty or used items, such as collecting used dishes - after touching high-contact surfaces, such as door handles - when moving between different areas of the school • Kitchen staff to work in teams and ensure a safe distance at all times. - Washing hands continuously. - It is recommended that kitchen staff wear a face covering at all times i.e food preparation and during service. - Uniforms must be cleaned each day. - Clean aprons to be worn before service. - Wipe surfaces before and after use with disinfectant. - Kitchen staff to use disposable cloths. - Use of sanitiser • Ensure the kitchen space and toilet for kitchen staff is cleaned as appropriate. • Inform Headteacher of any staff displaying COVID-19 symptoms. • No staff other than Catering staff will be allowed to enter the kitchen during the day. Food packaging should be handled in line with usual food safety practices and kitchen staff should continue to follow existing risk assessments and safe systems of working. Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on personal hygiene and hygienic practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and guidance on risk assessment from the Health and Safety Executive (HSE).	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Precautionary measures to prevent transmission	4	4	16	High	<i>The known greater transmissibility of the new variant means that effective cleaning is even more important. We have introduced enhanced cleaning daily with identified areas (staffroom) cleaned at lunch time and thorough cleaning of used classrooms daily after school.</i> Everyone is following the handwashing protocol. - Parents to use sanitiser at the Reception office area - Parents have been informed that pupils and staff should wash their hands upon arrival to the school, prior and after eating and before leaving the school. - Avoid touching eyes, nose, and mouth with unwashed hands. - Parents and visitors must wear a face covering whilst inside the school building. Cleaning and handwashing Staff and pupils must ensure regular hand washing for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Also ensure the practice of good respiratory hygiene by promoting the catch it, bin it, kill it approach: https://www.england.nhs.uk/south/wpcontent/uploads/sites/6/2017/09/catch-bin-kill.pdf The spread of the virus can also be reduced by regular cleaning of frequently touched surfaces, such as door handles, handrails, table-tops, play equipment and toys using standard products, including detergents and bleach; this is especially important following a confirmed case. There is more detailed guidance available online: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	4	1	4	Low



ACTIVITY/PROCESS	HAZARD(S)	RISK(S)	PRE-CONTROL EVALUATION				CONTROL MEASURES (CONFIRMED WORKING EFFECTIVELY)	POST-CONTROL EVALUATION			
			S	L	R	RISK LEVEL		S	L	R	RISK LEVEL
<u>DAILY MANAGEMENT OF SCHOOL DURING COVID-19 OUTBREAK</u> Daily Management of all School Activities by the Head Teacher, School staff and control of the Cleaners, Maintenance Personnel, Pupils	Exposure to COVID-19 Virus	Poor communication	4	4	16	High	All staff / pupils are aware of the current actions and COVID-19 control requirements. - The Governing Board to approve the St Joseph's Risk Assessment and all subsequent revisions. - Head Teacher to brief all staff on St. Joseph's Risk Assessment. - Staff to be issued with Risk Assessment. - Risk Assessment to be published on school's website. - Frequent communication with Parents via school website to advise of any updates / changes as per Government guidelines.	4	1	4	Low

This Risk Assessment has been created in conjunction with:

- Sections 2 and 3 of the Health & Safety Act 1974
- Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999
- Regulation 4 of the Personal Protective Equipment at Work Regulations 1992
- Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992
- Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002
- [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) - updated 27th August 2021

This Risk Assessment was updated on 2nd September 2021

Signed:

Chair of Governors: Clive Romain

Signed:

Headteacher: Dawn Titus