



St Peter and St Pauls Catholic Primary Academy – Risk Assessment Form



Risk Assessment Title		Assessor name	Assessment date	Review date
Covid – 19 - Risk Assessment - w/b 7 th February 2022		Kirsty Everson	7 th February 2022	WEEKLY
How communicated to staff	Emailed/Website		Date communicated	9 th February 2022

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none">*Health and Safety Policy*First Aid Policy*Infection Control Policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none">*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (Mr Partington reports to RIDDOR)*The Health Protection (Notification) Regulations 2010 https://www.legislation.gov.uk/ukxi/2010/659/contents/made*DfE (2021) 'COVID-19: operational guidance for educational settings' https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048357/220119_Schools_guidance_January.pdf <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none">Bromley Local AuthorityDfE



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			<p>NHS United Kingdom Health Security Agency (UKHSA) Department of Health and Social Care The school's local health protection team (HPT)</p> <p>Staff and governors are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>All staff have an opportunity to complete infection Control training. Training available through National College: The National College Certificate in Infection Prevention and Control</p> <p>The Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. Staff may give permission for this information to be shared.</p>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and (UKHSA)</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands or sanitise, e.g. before entering and leaving the school.</p> <p>Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Sufficient amounts of soap, clean water, paper towels and sanitiser are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This will be demonstrated daily along with hygiene expectations by the class teacher)</p> <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> <p>Cleaners are employed by Lewis and Graves to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p>



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			<p>All classes to have cleaning kits to clean tables, touch points etc throughout the day.</p> <p>The SBM supported by PFI arranges enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid 19 has been reported</p>
(c)	Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ which sets out that they should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Whilst awaiting the test result they should self-isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated (currently 2 vaccinations), unless they develop symptoms themselves.</p> <p>Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 (any strain) and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.</p> <p>The school follows any further advice from its local Incident Management Team following a suspected or confirmed case of the Omicron variant in the school community.</p> <p>The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</p> <p>Since Monday 17 January people who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a</p>



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		<p>temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>The new rules also apply to people who are already isolating – so if someone was already isolating before Monday 17 January, they can take LFD tests on day 5 and 6 and if they are both negative and they have no temperature they can end their isolation.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation.</p> <p>Further information on self-isolation for those with COVID-19 is available.</p> <p>The 10 day isolation period if you don't record 2 negative tests on day 5 and 6, 6 and 7, 7 and 8 or 8 and 9 or 9 and 10 for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the rainbow room where they can be isolated, with appropriate adult supervision at a 2m+ distance. If it is not possible to isolate them in the rainbow room, move them to an area which is at least 2 metres away from other people.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs visitors toilets to minimise the spread of infection. The toilets will be put out of use and marked as out of use until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the COVID-19: cleaning of non-healthcare settings guidance.</p>
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			<p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p>
(d)	Confirmed Case of Covid- 19		<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. <i>Since Monday 17 January, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 6 days in most circumstances, unless you cannot test for any reason.</i></p> <p><i>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to school from day 7. A cough or anosmia can last for several weeks once the infection has gone.</i></p> <p>Other members of their household do not need to self-isolate if they are under 18 and 6 months or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p>



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(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, PSHE, posters</p> <p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Cleaning kits are available in all classrooms.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p>
(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the Principal or SLT.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Principal or SLT is informed by pupils’ parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Principal or SLT immediately once a pupil has tested positive for coronavirus.</p> <p>The SBM/site manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils,	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p>



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		contractors, parents	
(h)	PPE	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p> <p>The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.</p>
(i)	Managing Entrance and Egress	Staff, pupils, parents	<p>Year groups to arrive and depart from school at set times:</p> <p>Year 5/6: 8:30am/2:45pm Year 3/4: 8:35am/2:50pm Year 1/2: 8:40am/2:55pm EYFS: 8:45am/3:00pm Nursey: 8:30am/3:30pm</p>
(j)	Classroom and layout	Staff, pupils	<p>Children no longer required to sit in rows and face the front, however this may be the desired approach by the teacher.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher, if deemed necessary.</p> <p>Lunchboxes to be kept in classrooms or cloakrooms.</p> <p>In the event of an outbreak:</p> <p>Bubbles may be temporarily be reintroduced.</p>
(k)	Social Distancing	Staff, pupils	<p>Staff to be mindful of distancing at all times</p> <p>Additional lunch space for staff to be made available in foyer to avoid overcrowding in the staff room.</p> <p>In the event of an outbreak:</p> <p>Social distancing measures may temporarily be put back in place.</p> <p>Separate play areas and staggered play times may be temporarily be reintroduced.</p>
(l)	Visitors		<p>Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Contact details are no longer needed to comply with track and trace.</p> <p>Parents' events to be risk assessed and moved to virtual where necessary.</p>



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			Visitors advised to wear face masks whilst on the school premise, unless teaching a group of children.
(m)	Physical Environment/ Ventilation	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible.</p> <p>Site manager opens windows in classrooms when opening the building.</p> <p>Heating to be on throughout the day. Speak with site manager if this needs to be altered.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus. Stand alone fans maybe used.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using desk fans or opening windows. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature. The school uses CO₂ monitors provided by the DfE to help assess how well-ventilated spaces in the school are, and find a good balance of ventilation and thermal comfort.</p> <p>To avoid inaccurate readings, CO₂ monitors are placed:</p> <ul style="list-style-type: none">At head height when seated.Away from ventilation outlets, such as grilles or windows.At least 0.5 metres away from occupants of the space being monitored. <p>The school maintains a consistent CO₂ monitor reading value of 800ppm or under.</p> <p>Where the CO₂ monitor reading exceeds 800ppm, ventilation is increased in the necessary space(s). A separate risk assessment is carried out to cover the use of any poorly ventilated spaces.</p>



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(n)	Face Masks	Staff/ Parents/ Visitors	<p>From 27th January Staff no longer required to wear face masks in communal areas, however may still choose to do so.</p> <p>Parents/carers are required to wear a face mask when entering the school site.</p> <p>Staff are required to wear face coverings when speaking with parents.</p>
(o)	Off Site Activities/After School Clubs	Staff, Pupils	<p>All Offsite Activities can take place.</p> <p>After school clubs can take place</p> <p>Wrap Around Provision is available</p>
(p)	Lateral Flow Testing	Staff	<p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home testing. They should continue to do this in the Spring term. Primary age pupils (those in year 6 and below) will not test.</p> <p>From 11 January asymptomatic people in England who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test. Isolation can start immediately following the positive LFD test result. Results still need to be reported on GOV.UK.</p> <p>LFD tests should only be taken by people who do not have coronavirus symptoms. Anyone who develops or has symptoms should self-isolate and take a PCR test. They must self-isolate if they get a positive test result, even if they have had a recent negative LFD test – these rules have not changed.</p> <p>It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements.</p> <p>Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</p> <p>Staff and pupils undergoing testing are supplied with lateral flow device (LFD) test kits to self-swab and test themselves twice a week at home.</p>



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			Parents and other visitors are asked to take a LFD test before entering the school for events.
(q)	Contact Tracing	Staff	<p>Close contacts will be identified via NHS Test and Trace. The school makes staff aware that is not responsible for Test and Trace contacting. This will be conducted by the NHS Test and Trace service.</p> <p>The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test.</p> <p>In the event of several linked positive cases within parents and staff they will be advised to complete daily LFD testing for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p> <p>The school continues to work with local HPTs in the event of a school or local outbreak.</p> <p>Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to:</p> <ul style="list-style-type: none">Book a PCR test if they (or their child) display symptoms.Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.Take LFD tests for at least 7 days if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.Self-isolate if they display symptoms or produce a positive test. <p>Anyone in school who displays symptoms is encouraged to get a PCR test.</p> <p>If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test.</p> <p>PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C).</p>



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			<p>The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school.</p> <p>PCR tests are delivered safely and with due regard for transmission risk.</p> <p>Individuals are asked to inform the school immediately of test results.</p> <p>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as:</p> <ul style="list-style-type: none">They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.They feel well. <p>Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. It is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier.</p>
(r)	COVID Pass		The NHS COVID Pass is not used as a condition of entry for education or related activities, e.g. exams and extra-curricular activities.

Additional actions taken to manage this risk

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

Notes of ongoing issues or concerns relating to this assessment.

Removal of EYFS bubble as risk mitigation.



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