

## St Mary's School - Risk Assessment

<b>Assessment Name:</b> Junior School COVID-19		<b>Assessment No:</b>		<b>Assessment Date:</b> 19 Aug 2020		
<b>Department:</b>	Junior School including EYFS		<b>Assessment Type (Tick as appropriate; see Note 1)</b>			
			<b>Specific</b>	X	<b>Generic</b>	<b>Record of Dynamic Assessment</b>
<b>Description of Activity/Process/Location:</b>		The full operation of the Junior School including EYFS during the COVID-19 pandemic from September 2020 onwards. Scope. This assessment does not cover: use of mini buses or other school vehicles, boarding, off-site visits, lesson held off-site e.g. PE. Updates. This assessment will be updated appropriately considering any issues identified and changes in public health advice.				
<b>Assessor</b>			<b>Line Manager Acceptance (See Note 2)</b>			
<b>Name:</b>	T Wopat		<b>Name:</b>	M O'Reilly		
<b>Position:</b>	H&S Manager		<b>Position:</b>	Head of Junior School		
<b>Signature:</b>	<i>T Wopat</i>		<b>Signature:</b>	<i>M O'Reilly</i>		
<b>Hazards (Anything with the potential to cause harm)</b>	<b>Who is at Risk? (Staff, Pupils, Contractors)</b>	<b>Control Measures (What is already in place)</b>	<b>Risk Rating (Sum of Likelihood X Consequence See Note 3)</b>	<b>Additional Control Measures (Controls to reduce the risk rating)</b>	<b>Residual Risk Rating (Sum of Likelihood X Consequence See Note 4)</b>	
<b>General</b> Transmission of COVID-19	Pupils, staff, visitors.	<p><b>Prevention</b></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.</p> <p>DfE COVID-19 Guidance for full opening: schools followed.</p> <p>School COVID site rules displayed.</p> <ul style="list-style-type: none"> <li>• Pupils and staff must not come on site (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has. All current government COVID guidance must be followed.</li> </ul>	1 x 2 = 2	Nil		

		<ul style="list-style-type: none"> <li>• Nurses and First Aid trained staff on site. PPE must be worn when in contact with symptomatic persons: disposable apron, facemask, gloves. If there is a risk of fluids entering the eye from, for example, coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• Dedicated sick bay isolation room to care for pupils who show symptoms and/or test positive. Toilets close by to dedicate for use.</li> <li>• If persons present with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they are to be moved to the isolation area in sick bay as soon as possible.</li> <li>• Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.</li> </ul>			
		<p><b>Prevention</b></p> <p>2) Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> <li>• Thorough handwashing (for 20 seconds using soap and warm water or use hand sanitiser) on entry and exit to the School and at least every 2 hours throughout the day.</li> <li>• Additional sinks fitted at access points.</li> <li>• Hand sanitizer stations provided throughout the School. Alcohol gel must not be used when ignition sources are to be used in class – risk of setting hands alight. Wash hands instead.</li> </ul>			
		<p><b>Prevention</b></p> <p>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> <li>• Tissues provided throughout the School.</li> <li>• Dedicated waste disposal bins provided. Rubbish double bagged when disposed.</li> </ul>			

		<p><b>Prevention</b></p> <p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <ul style="list-style-type: none"> <li>• Chevron COVID Secure Risk Assessment in place.</li> <li>• Building cleaned each working day by Chevron.</li> <li>• Regular touch point sanitizing by operations staff.</li> <li>• Soft furnishing cleaned daily using Ramsol disinfectant spray.</li> <li>• Sanitizing wipes provided to disinfect workstations and equipment.</li> <li>• Fabric toys/furniture removed from classrooms.</li> </ul>			
		<p><b>Prevention</b></p> <p>5) Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> <li>• Parents do not enter the building when dropping off/collecting pupils.</li> <li>• Dedicated entry points and one-way system in place.</li> <li>• Persons to walk on the left-hand side of corridors/stairs in areas of the building where a one-way system is not possible</li> <li>• General movement. When moving down corridors please hold in open spaces and allow people pass. Do not hold conversations in the corridors.</li> <li>• Indoor ventilation. The virus is less likely to be passed on in a well-ventilated building and outdoors. In good weather windows and doors must be left open to allow air to circulate. In the morning operations staff will open windows where possible along corridors and stairs. Teaching staff are to open classroom windows as they see fit, likewise for admin staff.</li> <li>• Fire door along corridors propped open using Dorgard fire door protectors reducing the need to touch door handles.</li> <li>• Pupils stay in year group “social bubbles” while on site as far as possible.</li> </ul>			

		<ul style="list-style-type: none"> <li>• Classroom based resources used within the bubble must be regularly cleaned. Otherwise they must be cleaned between bubbles, alternatively they can be considered clean if unused for a period of 48hrs (72hrs for plastics).</li> <li>• Adults are to maintain a 2-meter social distance from others as far as possible. Where this is not feasible this may be reduced to 1m+ while using other mitigations such as face shields or masks. Teachers and other pupil facing staff will be provided with a face shield (to allow lip reading) to mitigate a 1m+ social distance. Any time spent near pupils within 1m should be minimised.</li> <li>• Lunch. Lunch plan in place, reducing numbers in dining area.</li> <li>• The LEAP room will become a second staff room to ensure further segregation and social distancing.</li> <li>• Whole school assemblies/hymn practice will not take place.</li> <li>• Teachers working day. Not mandatory to remain on site after the end of tutor time/class registration in the afternoon.</li> <li>• Tours of the School conducted by appointment only, no walk ins.</li> <li>• Visitors and contractors kept to an absolute minimum. <ul style="list-style-type: none"> <li>• Prospective parents will not visit in person during national lockdown.</li> <li>• No taster sessions for prospective pupils.</li> <li>• No entrance tests will take place on school premises</li> </ul> </li> <li>• PE no contact sports played.</li> <li>• Collection of pupils after school. Staggered between 15:20hrs and 16:00hrs.</li> <li>• A more limited range of after school clubs will be delivered. Many external clubs are not running.</li> </ul>			
		<p><b>Prevention</b></p> <p>6) Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Personal Protective Equipment (PPE). PPE is only needed in a small number of cases:</p>			

		<ul style="list-style-type: none"> <li>• When providing intimate care to pupils whose care already involves the use of PPE.</li> <li>• Worn when caring for a child, young person or other learner displaying coronavirus symptoms.</li> <li>• By staff undertaking dedicated cleaning roles.</li> <li>• Teachers and other pupil facing staff will be provided with a face shield (to allow lip reading) to mitigate a 1m+ social distance.</li> </ul> <p>Face coverings. Staff are strongly encouraged to wear face coverings when outside classrooms and working areas. Pupils have the option of wearing face coverings if they wish, however they must not be worn during PE, sports or dance classes. Visitors will be required to wear face coverings.</p>			
		<p><b>Response to any infection</b></p> <p>7) Engage with the NHS Test and Trace process.</p>			
		<p><b>Response to any infection</b></p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>Positive cases of COVID-19 must be reported to:</p> <ul style="list-style-type: none"> <li>• Member of staff or visitor – HR.</li> <li>• Senior School and Sixth Form Pupils – Reception.</li> <li>• Junior School – Junior School Secretary.</li> </ul> <p>Those above are then to inform the following persons: Bursar, Deputy Head (Pastoral), Health &amp; Safety Manager.</p> <p>If the School becomes aware that someone who has attended school has tested positive for COVID-19. The School will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p>			

		<p><b>Response to any infection</b></p> <p>9) Contain any outbreak by following local health protection team advice.</p> <p>If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, there may have an outbreak, the School will continue to work with the local health protection team who will be able to advise if additional action is required.</p>			
<p><b>Catering</b> Transmission of COVID-19</p>	Pupils, staff.	<p>Govt Guidance for food businesses on coronavirus (COVID-19) followed.</p> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Increased frequency of cleaning by kitchen staff, especially surfaces that are regularly touched by hand, such as tabletops, keypads, grab-rails, light switches and door handles.</li> <li>• Sanitizing wipes provided to disinfect office working areas. Workstations are to be wiped down before and after use.</li> <li>• Plates, cutlery, and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection.</li> <li>• The dining room should be thoroughly cleaned after use by each group/bubble.</li> </ul> <p><b>Handwashing:</b></p> <ul style="list-style-type: none"> <li>• Thorough handwashing (for 20 seconds using soap and warm water or use hand sanitiser) on entry and exit to the school and at least every 2 hours throughout the day.</li> <li>• Before and after handling food.</li> <li>• Before handling clean cutlery, dishes, glasses, or other items to be used.</li> </ul>	1 x 2 = 2	Nil	

		<ul style="list-style-type: none"> <li>• After handling dirty or used items, such as collecting used dishes.</li> <li>• After handling money.</li> <li>• After touching high-contact surfaces, such as door handles.</li> <li>• When moving between different areas of the workplace.</li> <li>• After being in a public place.</li> <li>• After blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow.</li> </ul> <p><b>Reduced Contact:</b></p> <ul style="list-style-type: none"> <li>• Social distancing for adults at 2m followed when on site so far as reasonably practical. Otherwise face coverings/shields used by kitchen staff to reduce social distancing to 1m+.</li> <li>• Face coverings/shields worn by catering staff when serving food at the hot plate.</li> </ul> <p>There should not be any sharing of food and drink by staff who do not share a household.</p> <p>Catering staff work in rotas in groups where possible, allowing the minimum number of staff to self-isolate if needed.</p> <p>Indoor ventilation. The virus is less likely to be passed on in a well-ventilated building and outdoors. In good weather windows and doors must be left open to allow air to circulate (subject to appropriate fly screening).</p>			
<b>At Risk Health Conditions</b> Transmission of COVID-19	Pupils, staff.	<p>Shielding advice for all adults and children paused on 1 August. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.</p> <p>Those who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).</p>	1 x 3 = 3	Nil	

<b>Visiting Higher Risk Locations</b> Transmission of COVID-19	Pupils, staff.	Any pupils or member of staff that has to visit a higher risk COVID location such as an Intensive Care ward and then wants to return to the School the same day must not do so. They must wear the appropriate PPE, then wash their clothes on a hot wash and must not return to school for a min of 7 days as an air gap.	1 x 3 = 3	Nil	
<b>Travel</b> Returning to the UK from outside the Common Travel Area. Transmission of COVID-19	Pupils, staff.	With the exception of boarder's, pupils and staff must not return to site for 14 days if they have travelled back from a county outside the Common Travel Area, a 14-day self-isolation period must be undertaken.	1 x 2 = 2	Nil	

<b>Assessment Review</b> (See Notes 2 and 5)							
<b>Review Date:</b>	30 Sep 20	<b>Review Date:</b>	22 Oct 20	<b>Review Date:</b>	4 Nov 20	<b>Review Date:</b>	
<b>Assessor Name:</b>	T Wopat	<b>Assessor Name:</b>	T Wopat	<b>Assessor Name:</b>	T Wopat	<b>Assessor Name:</b>	
<b>Position:</b>	H&S Manager	<b>Position:</b>	H&S Manager	<b>Position:</b>	H&S Manager	<b>Position:</b>	
<b>Signature:</b>	<i>T Wopat</i>	<b>Signature:</b>	<i>T Wopat</i>	<b>Signature:</b>	<i>T Wopat</i>	<b>Signature:</b>	
<b>Line Manager Name:</b>	M O'Reilly	<b>Line Manager Name:</b>	M O'Reilly	<b>Line Manager Name:</b>	M O'Reilly	<b>Line Manager Name:</b>	
<b>Position:</b>	Head of Junior School	<b>Position:</b>	Head of Junior School	<b>Position:</b>	Head of Junior School	<b>Position:</b>	
<b>Signature:</b>	<i>M O'Reilly</i>	<b>Signature:</b>	<i>M O'Reilly</i>	<b>Signature:</b>	<i>M O'Reilly</i>	<b>Signature:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med

<b>Likelihood</b>	<b>1</b>	<b>2</b>	<b>3</b>
	Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
<b>Consequence</b>	Low	Medium	High

When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the management chain.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 The Risk Assessments is to be reviewed:
  - Considering any issues identified and changes in public health advice.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or Line Management.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to use.