

RISK ASSESSMENT: St. Joseph's Catholic Primary School	
Activity: Full School reopen on Government instruction following Covid - 19 Pandemic	Note: The latest government guidance has been used to update this RA
Assessment conducted by: EM/HH	Covered by this assessment: Staff, pupils, contractors, visitors, volunteers
Date Completed: 7 September 2020	Review May 2021

COVID-19: Operational risk assessment for school reopening

Likelihood						Likelihood		X	Consequence/Severity/Injury	
	5	10	15	20	25	1 = Rare			1 =	
	4	8	12	16	20	2 = Unlikely			2 =	
	3	6	9	12	15	3 = Possible			3 =	
	2	4	6	8	10	4 = Probable			4 =	
	1	2	3	4	5	5 = Almost certain			5 = Fatality	
Consequence/Severity/Injury					1-6 = LOW risk		8-15 = MEDIUM risk		16-25 HIGH risk	

*In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Related documents

Supporting documentation: *Student return following partial closure due to Covid - 19 virus*

*Revised first aid
procedures
Revised evacuation
procedure
Proposed timetable*

Consideration should be given to Public Health England and LA guidance regarding local transmission rates (R) rather than the national, in addition to the number of new cases in the local area.

Although measures to reduce risk can be implemented it is difficult to calculate actual levels of risk using the current transmission data.

Hazard	Who is at risk?	Risk Level	Preventative and protective measures to reduce risk to an acceptable level	Final Risk Level
<p>Contraction of the infection by those with pre-existing health conditions or other conditions likely to significantly increase the risk of serious illness.</p>	<p>Individuals identified as being clinically extremely vulnerable or clinically vulnerable</p>	16	<ul style="list-style-type: none"> • Any persons classed as being clinically extremely vulnerable from Covid 19 should follow current tier guidance, shielding when in tier 5 National Lockdown or when required by national guidance. Those living in a household with someone who is clinically extremely vulnerable when shielding requirements apply, can continue to attend work, but should homework where possible. • Any person who is classed as clinically vulnerable (https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) are at moderate risk and should be especially careful to follow the rules and minimise contact with others, continuing to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in the home and/or workspace. Any specific medical advice provided to individuals to supplement generic guidance should be followed. When in tier 5 National Lockdown, clinically vulnerable persons should work from home, where this is possible. Where homeworking isn't possible, arrangements for these staff should be reviewed to ensure precautions for maintaining social distancing and minimising/managing any shared equipment are as robust as practical. <p>NB Personal Risk Assessment completed as appropriate/necessary</p>	6
<p>Traveling to and from school. Possible risk of infection from</p> <ul style="list-style-type: none"> • Use of public transport • Walking with friends 	<p>Children / Parents</p>	N/A	<p>This is largely out of the control of staff. Staff can:</p> <ul style="list-style-type: none"> • Advise/remind parents/children about social distancing and the importance of hygiene. • Advise parents/carers of good practice and current guidance via text, website and newsletters. • Encourage children not to use public transport on shorter 	N/A

			<p>journeys. <i>(NB This should be a health choice rather than a scare tactic).</i></p> <ul style="list-style-type: none"> Advise parents about the need for face coverings when using dedicated school transport and public transport and the exemption criteria. 	
Infection being brought on site by persons entering the building	All Building Users	20	<ul style="list-style-type: none"> Appropriate signage displayed at all entrances Hand sanitiser to be available at each entrance as the children enter school All persons are to wash hands for a minimum of 20 seconds using soap and water. This should be done as soon as possible after entering the building Screening set up in the Reception area No visitors to be admitted beyond the Reception area without the prior authorisation of the Head teacher or their representative Repairs/Maintenance are to be conducted outside of school day hours wherever possible Contractors should be on site through prior arrangement and have Risk Assessed their activities in relation to the Covid - 19 virus Deliveries are to be left in the Reception area by delivery drivers. Delivery drivers should not enter the building Deliveries are not to be signed for Kitchen deliveries to be delivered directly to the Kitchen entrance Gloves should be employed when handling deliveries, packaging disposed of and hands washed immediately after the activity Children are to use stationery/classroom equipment provided by the school rather than bringing personal equipment on site. Children may bring coat, hat, book bag, PE kit, lunch box to school. 	8
Planning movement	Children /	25	Children to be brought to school by one adult only. Adult to wait on	9

<p>around school</p> <ul style="list-style-type: none"> ➤ The start and end of the school day create risks of breaching social distancing guidelines ➤ Hygiene and handwashing 	<p>Staff / Parents</p>		<p>football yard (maintaining social distance from others) and child to enter main yard.</p> <p>Parents to be encouraged to 'drop children off' at school to reduce number of adults on the yard. School staff on duty from 8.45 am All doors open from 8.45 am to facilitate children maintaining their 'bubble' contact only and to allow parents to leave the school yard promptly</p> <p>Children at Year 5 and 6 may travel to/from school independently (written permission must be obtained from parent/carer)</p> <p>Member of staff to supervise at the Main Gate to ensure parents / children follow guidance</p> <p>Member of staff at each chosen building entrance / exit point</p> <p>Adults to leave premises maintaining social distance</p> <p>Adults collecting children at the end of the day are asked not to arrive early or to stand on main yard. Adults to wait until children are brought out of school by staff, child to be collected. Leave by the gate leading onto Armstrong Road</p> <p>Information sent to parents/carers re which entrance they are to use, how to drop off / pick up at a distance, social distancing with other parents, allocated times and the importance of abiding by these, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <ul style="list-style-type: none"> • Children to use usual class entrance. • Year Groups given staggered times to be collected from their allocated entrance. 	
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			<ul style="list-style-type: none">● All entrances should have a staff presence during pupil entry.● Staff member to greet the children at entrance to school.● Children to sanitise hands before going into the classroom.● On entering the building pupils should go directly to their classroom.● Staff member to greet children in the classroom.● Children wash/sanitise their hands and take their seat at their allocated table.● All building users are to wash hands once in the building, frequently throughout the day, especially before eating, and again before leaving the building. Appropriate signage to be visible in wash and key areas. Taps which do not turn off automatically should be turned off with a tissue or paper towel.● Class registers to be completed by class teacher using RM Integris.● Visitors to be signed in and out of the building by Admin Staff.● Signing in sheet to be completed by Admin Staff rather than the individual so as to avoid pen sharing.● Children to be briefed daily about social distancing and the importance of hand washing. Clear signage in classrooms to promote these messages.	
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			<ul style="list-style-type: none"> • Soap and paper towels to be available next to all sinks. Hand sanitisers to be made available in all teaching areas. • Sanitisation stations to be set up, with appropriate signage, at entry points to the building, dining areas and other recreation areas. • Signage to be displayed around the building advising of hand cleaning procedures and correct hand washing techniques. Signage to be updated and rotated frequently to avoid complacency. • Children are to wash hands/sanitise when entering the building, entering the classroom, before/after break, before/after lunch, before going home and at other times deemed necessary e.g. following use of equipment. 	
<p>Planning movement around school</p> <ul style="list-style-type: none"> ➤ Movement around school risks breaching social distancing guidelines 	Children / Staff	25	<ul style="list-style-type: none"> • Main corridor marked with 'spacing lines' to ensure children/ staff follow them and maintain social distancing whenever possible when travelling around school. • Member of staff to monitor movement in corridors and on staircases. • Movement of children around school is minimised as much as possible to avoid busy corridors, entrances and exits. (Passing briefly in the corridor or playground is low risk). • Class cloakrooms to be used. • Staggered break times and lunchtimes to minimise number of children moving around school/outside at any one time. • Year Group to remain in their designated play area. 	9

			*No more than 2 year groups on the yard at any one time.	
<p>Organisation of teaching spaces</p> <ul style="list-style-type: none"> ➤ Classroom sizes will not allow adequate social distancing 	<p>Children / Children / Staff</p>	25	<p>Social distancing and grouping of pupils</p> <p>Social contact should be minimised wherever possible. Varying methods should be considered and adopted dependent on the age/ability of the pupils to socially distance, e.g. where 2 m cannot be adhered to – reduced class sizes into smaller groups or bubbles, (see bullets below)</p> <ul style="list-style-type: none"> ● Where possible maintain distinct groups or ‘bubbles’ that do not mix. ● Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Older age pupils in secondary schools, are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. ● At primary school, and in the younger years at secondary, schools may be able to implement smaller groups the size of a full class. ● Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils’ side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. ● Revision 19.4.21 (Ref Gateshead LA Updated RA) – Seating layout / arrangements are determined by the head teacher in consultation with classroom staff based on the balance of risk of COVID-19 v mental health and 	9

well being and education of pupils. Where side by side seating in rows is effective, this should continue to take place – Head teacher and staff review seating arrangements

Although at the discretion of schools, local public health advice (published 1st Sept) advise that for senior and middle schools, face coverings should be worn by adults and pupils when moving around in corridors and communal areas where social distancing is difficult to maintain. It is not necessary to wear face coverings in the classroom where protective measures already mean the risk is lower.

NB Wearing of face coverings – updated guidance Feb 2021 for full Re-opening of Schools 8.3.21 – see below

- Class sizes, staffing and timetables reviewed to allow for increased numbers in line with government guidance (i.e. class bubbles of 30).
- Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Close Contacts (Ref DfE Schools Coronavirus (COVID-19) Operational Guidance February 2021, Pg 26)

*A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from **2 days** before the person was symptomatic up to **10 days** from onset of symptoms (this is when they are infectious to others) For example, a contact can be*

- *Anyone who lives in the same household as a person who has symptoms or who has tested positive for COVID-19*
- *Anyone who has any of the following types of contact with someone who has tested positive for coronavirus with a PCR of LFD test:*

			<ul style="list-style-type: none"> ○ <i>A person who has had face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</i> ○ <i>Been within 1 metre for 1 minute or longer without face-to-face contact</i> ○ <i>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</i> ○ <i>travelled in the same vehicle or plane</i> <p><i>This is defined as 'direct close contacts' (Ref DfE Schools Coronavirus (COVID-19) Operational Guidance February 2021, Pg 26)</i></p> <p>NB It is understood that, unlike older children and adults, early years and primary age children cannot be expected to maintain social distance from each other and staff. None the less where it is possible to maintain distancing, this should be adopted and staff encouraged to do so.</p>	
<p>Organisation of staffing and children</p> <ul style="list-style-type: none"> ➤ Risk of cross contamination between 'class bubbles' 	Children / Staff	25	<ul style="list-style-type: none"> • Designated areas and staff for each class bubble so as to lower the risk of possible cross contamination. • Pupils from different 'class bubbles' should not interact with each other. • Staff interaction to be conducted following social distance guidelines (see above). • The use of whole staff communal staff areas should be avoided with staff provision being met within their respective year group. <p>Staff rooms to specify maximum capacities and maintain social distancing. Consider whether timetabling allows break times to</p>	9

			<p>be staggered. And/or whether additional space can be used for staff break times.</p> <p><i>(Ref DfE Schools Coronavirus (COVID-19) Operational Guidance February 2021, Pg 12-13)</i></p> <p>'Recommend face coverings should be worn by staff and adult visitors where social distancing between adults is not possible (for example when moving around in corridors and communal areas)'.</p> <ul style="list-style-type: none"> • Staff to wear face covering when moving around school and on the yard at end of day (face visors or shields should not be worn as an alternative to face coverings) • Contractors and essential visitors who must enter the school during opening hours will be asked to wear a face mask • NB Children in primary schools do not need to wear a face covering • From 17th May 2021, (see LA Update 12.5.21 Ncle RA) The use of face coverings in school will no longer apply to children, as well as to staff in classrooms. It is important to note however that staff are still required to wear face coverings in communal areas and other areas where social distancing may not be possible e.g. Staff room. Remember, face coverings are just one in a series of control measures and should not be used in isolation. They should always be utilised alongside other Covid-19 controls, such as increased hand hygiene, bubble groups etc. • Where there are staff who are medically exempt and not required to wear a face covering - for such employees it is important to review their individual circumstances i.e. their job role and the existing control measures in place. Examples of practical arrangements that could be 	
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			implemented includes: staggering start / finish / lunch breaks to minimise contact in crowded locations, also if staff need to change classrooms can they do so 5 / 10 minutes beforehand, when areas are less densely occupied or do they need to change classrooms at all. Employees are not required to wear items such as a sunflower lanyard or routinely show an exemption card, therefore, it's important to educate others that not everyone is able to wear a face covering.	
Availability of staff and class sizes ➤ The number of staff who are available is lower than that required to teach 'class bubbles' in school	Children / Staff	12	Staff availability is regularly updated so that deployment can be planned and reviewed.	6
The school day ➤ The use of resources and materials during the day may create risks of contamination	Children / Staff	25	<ul style="list-style-type: none"> • Common / Frequently touched surfaces to be sanitised periodically with antibacterial disinfectant/wipes. (Computer keyboards, remote controls, photocopiers etc.) • Where computer headphones are to be used, where possible, the set should be specific to the user and not shared. If shared then the headphones should be thoroughly cleaned and 'rested for 72 hours' before re-using (timetable/allocation in place (30 sets per 2 classes / alternate weeks) to allow for maximum use and thorough cleaning/resting between 'bubble use'). • Additional waste bins to be made available in teaching areas 	8

			<p>so as to reduce the necessity of children to move around the teaching area. Minimum 1 lidded bin in each teaching area.</p> <ul style="list-style-type: none"> ● Multiple boxes of tissues to be available in all areas to limit potential pupil movement. ● Where present, drinks fountains to be regularly cleaned and used with a water bottle. ● Water bottles to be filled at beginning of each day by staff (staff to wear PPE). Children to refill own bottle if needing replenished. Tap to be cleaned frequently. ● Water bottles to be cleaned at end of each day (put through dishwasher if possible). ● Classrooms set out with essential furniture only. Surplus furniture to be removed to create as much space as possible ● All children (Yr 2-6) are to have a dedicated workstation and their own equipment. (Pens, pencils etc.). Equipment should be retained by the child and not put back into the general stock. ● Staff and pupils to have their own frequently used items such as pens/pencils. ● Classroom based resources can be shared and used within the same bubble. Where practical these resources should be regularly cleaned. ● Classroom based resources such as books can be taken home where necessary for learning. These resources should be cleaned if practical or left for 48 hours after being returned to use. ● Where equipment/materials such as art, science, food technology, sports etc, need to be shared they should be cleaned thoroughly between different bubbles or left for 48 hours where this isn't practical. 	
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			<ul style="list-style-type: none">● Marking should take place electronically where practical. Pupil work completed on paper should be left for 48 hours before being physically marked.● Use of PE/play equipment - Equipment to be allocated to each group for their sole use – equipment to be cleaned/wiped down at the end of each break/day● Use of IT equipment – Equipment to be allocated to each pupil for their sole use – see timetable – equipment to be cleaned/wiped down at the end of each day.● Sanitisation wipes to be available for pupil/staff keyboard cleaning. Wipes should be safe to use on hands.● Revision 19.4.21 (Ref Gateshead LA Updated RA) – <u>Marking Books – Books/worksheets are quarantined and marked after 72 hours. If books need to be handled for marking before 72 hours, staff thoroughly wash their hands (or use hand sanitiser with a minimum of 60% alcohol where this is not possible) before and after handling books and avoid touching their face.</u> <u>Sharing of ‘messy play’ resources e.g. sand, water and use of playdough – Pupils are closely supervised when using these resources and the following control measures are in place</u><ul style="list-style-type: none">➤ Pupils wash hands before and after using these resources➤ Equipment used with these resources is regularly cleaned➤ Pupils are regularly reminded not to touch their face when using these resources	
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- Resources are not shared between bubbles
- Water and playdough are changed at least on a daily/sessional basis when groups change

- Classroom doors / windows to remain open to allow natural ventilation. (Doors to be closed when room is empty).

Education Update 1.10.20 Windows and air circulation

Most school risk assessments include the need to keep classroom windows open to maintain good air circulation. This is a recommendation from Public Health, but it is a “where possible” because it is a very low level mitigation compared to social distancing and good hand hygiene. Keeping windows open also brings with it other risks, i.e. cold. Most school uniforms are not designed for keeping pupils warm whilst sitting in a cold environment for long periods of time. The negative impact of being cold on the body’s immune system is well evidenced. For many disadvantaged pupils, school may be the only time they are warm. And at a time when many pupils are not getting a hot meal at school and may not get much to eat at home, being in a cold environment every day isn’t great. So it’s a balance. You are not significantly increasing the risk of infection if you close the window. You might be reducing the risk of other illnesses. And you can always open the window at break time.

Above email/information shared with all staff – staff briefing 5.10.20

- Staff to agree, in their team/bubble, the balance of acceptable temperature within the classroom / keeping windows/doors open
- Internal doors should remain open **wherever possible** to avoid the use of push plates and door handles.
- Staggered lunch/break time in place so as to maintain social distancing between class bubbles.
- Additional cleaning of door handles and common / frequent touch points to be conducted by Staff with a suitable cleaner / product as available.

			<ul style="list-style-type: none"> No visitors allowed into the building unless their presence is essential to the operation of the site or they have been approved by the Head teacher. Evacuation procedures to be reviewed to ensure bubbles and social distancing can be maintained when outside the building and returning to the building. Fire drills in schools should continue to be carried out on a termly basis. <p>Those evacuating should not be concerned with strict adherence to social distancing rules, the important thing is to evacuate safely as quickly as possible.</p> <p>When assembling outside following an alarm, social distancing should be observed as far as possible and bubble groups should be kept together</p> <p>On re-entering the building, social distancing should be maintained with students returning in their bubble groups. Encourage socially distanced hand sanitisation once back in class.</p> <ul style="list-style-type: none"> PPE to be made available for staff if requested. 	
<p>General: Risk of viral cross contamination.</p> <ul style="list-style-type: none"> Cleaning Capacity is reduced so that an initial deep clean and ongoing cleaning of surfaces are not undertaken to the standards required 	Children / Staff	25	<p>Mr Wilson, Caretaker, follows split shift pattern, 7.00 am – 11.30 am / 3 pm – 6 pm</p> <p>Mrs Thompson, Cleaner, works 7.00 am to 8.30 am and 3.30 pm – 5.30 pm.</p> <p>Mrs Armstrong, Cleaner, works 3.30 pm - 5.30 pm</p> <p>8 December, 2020 – additional cleaning time agreed with Facility Services – Mrs Thompson works 2.30 pm – 3.00 pm to support cleaning of classroom equipment in Early Years.</p> <ul style="list-style-type: none"> Internal doors should remain open wherever possible so as to avoid the use of push plates and door handle. 	15

			<ul style="list-style-type: none"> Classroom doors to remain open as much as possible, this will also assist with ventilation (Doors to be closed when rooms are empty). Common / Frequently touched surfaces to be sanitised periodically with antibacterial disinfectant/wipes. (Computer keyboards, remote controls, photocopiers etc.) <p>GW – 30.11.20 - notice placed on photocopier</p> <p><i>'Important! Please spray the cloth then wipe the touch pad. DO NOT SPRAY THE PHOTOCOPIER. I have removed the wipes as they are to wet and will cause damage to the copier. Many thanks'.</i></p> <p><i>*Hand sanitiser available in photocopying room</i></p> <ul style="list-style-type: none"> Boxes of tissues to be made available in all areas. Additional waste bins to be made available in teaching areas so as to reduce the necessity of children to move around the teaching area. Minimum 1 lidded bin in each teaching area Stocks of essential items to be monitored by Caretaker (Toilet rolls, soap, sanitisers etc.) Concerns to be discussed with the Head Teacher. 	
<p>Cleaning</p> <p>➤ Building contamination following pupil occupancy: Preparing for the following day</p>	Children / Staff	20	<ul style="list-style-type: none"> Provision of tissue and sanitisation supplies to be checked and restocked as required. Bins to be emptied. Cleaning to give special consideration to hard surfaces such as table tops, push plates, door handles, light switches and banisters etc. <p>Cleaning procedures to be confirmed by Mr Wilson / Facility Services</p>	8

<p>Cleaning</p> <ul style="list-style-type: none"> ➤ Shortages of essential supplies due to mass buying following Government announcement. 	<p>Children / Staff</p>	<p>25</p>	<ul style="list-style-type: none"> ● Stocks to be purchased in advance of Government announcement. ● Purchase orders for replacement items to be placed earlier than normal to allow for delayed deliveries. 	<p>8</p>
<p>Testing and Managing Symptoms</p> <ul style="list-style-type: none"> ➤ Testing is not used effectively to help manage staffing and support staff wellbeing ➤ Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms ➤ Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of 	<p>Children / Staff / Parents</p>	<p>25</p>	<ul style="list-style-type: none"> ● Robust collection and monitoring of absence data, including tracking return to school dates, is in place. ● Ensure 'first day response' to any pupil absence to ascertain reason for absence. ● Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. ● Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ● A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. ● Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. ● This guidance has been explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. ● Children becoming ill to be held in the designated isolation area whilst arrangements for collection are being made with the Parent/Carer. 	<p>9</p>

<p>COVID-19</p> <p>➤ Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should there be a confirmed or potential case of COVID-19 in the school.</p>			<ul style="list-style-type: none"> Isolation areas should have minimal furnishings and natural ventilation. Soft furnishings should not be employed in these areas. <p>Contain any outbreak by following local health protection team advice as outlined in the 'Covid Control Plan' poster. This is:-</p> <p>Possible case of COVID-19:-</p> <p>If a child/student or staff member develops symptoms they should go home/be collected and follow NHS guidance on self-isolation and accessing testing. They should be isolated while awaiting collection. PPE should be worn by staff caring for a symptomatic child.</p> <p>You must inform COVID Control Team at NCC by completing the online form at NEW SPOC REFERRAL FORM: https://publichealth.newcastle.gov.uk/covid19notifications</p> <p>Inform Public Health England's local health protection team if they have not already contacted you. Call 0300 303 8596 and choose option 1 from the menu.</p> <p>Confirmed case of COVID-19:-</p> <p>If a child or staff member tests positive, they and everyone in their household should self-isolate, as well as contacts traced.</p> <p>All others in 'bubble' with confirmed case should go into self-isolation for 10 days. Their wider households don't need to unless symptoms develop. Follow PHE advice regarding the isolation requirements for close contacts and other relevant persons.</p>	
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			<p>Inform NCC's Health and Safety Team of confirmed staff cases for potential RIDDOR reporting purposes. Contact details are on 'Services to Schools' H&S website.</p> <p>Deep clean all areas used by the symptomatic individual. Areas should be locked and taken out of use until this is completed.</p> <ul style="list-style-type: none"> Any waste generated in an isolation area from children with flu-like symptoms to be double bagged, labeled with the child's name and stored for 72 hours before disposing in normal waste. <p>(Ref DfE Schools Coronavirus (COVID-19) Operational Guidance February 2021, Pg 25-29)</p>	
<p>Staff workspaces / use of small rooms and confined spaces</p> <ul style="list-style-type: none"> ➤ Staffroom and offices do not allow for observation of social distancing guidelines 	Staff / Visitors	25	<ul style="list-style-type: none"> Staffroom and offices have been reviewed and appropriate configuration of furniture and workstations have been put in place to allow for social distancing. Office spaces should not have desks positioned so that users face each other. Staff to maintain social distance measures within office space. Staff have been briefed on the use of these rooms. Use of boiler/kettle, fridge, microwave etc to be limited where possible. Staff to clean down after use. Cleaning materials to be provided on both photocopiers. Staff will be allowed to go outside for a break, but within the limits of the school grounds. The use of smaller rooms such as interview rooms, practice rooms and those with inadequate ventilation should be avoided. 	6
Lunchtime: Risk of viral cross contamination	Children / Staff	20	<ul style="list-style-type: none"> Children on PL may bring lunch boxes. Lunchtime / break time to be staggered to avoid children 	9

			<p>cross contaminating with other groups.</p> <ul style="list-style-type: none"> ● Cutlery at lunch to be set up by staff wearing food compliant gloves, for collection by children. This is to deter children from putting hands in the cutlery trays. ● Floor to be marked with appropriate tape to highlight standing positions for queuing children. ● Tables to be positioned so as to allow children to access the seating area without disturbing children already seated. ● Children to be directed by duty staff to their seating area. ● Maximum occupancy of dining hall to be assessed. ● Lunches to be staggered to avoid pupil numbers exceeding maximum occupancy. Seating should be cleaned at the end of each sitting. ● To maintain social distancing, children are sat at alternate seats (so as to have 1 space between children sitting alongside each other and not to be directly opposite each other). ● Pupil dismissal from the dining hall should be staggered to avoid congestion in corridors. <p>See Lunchtime Rota</p>	
Toilets: Risk of viral cross contamination.	Children / Staff	25	<ul style="list-style-type: none"> ● Periodic cleaning of toilets and associated sinks/taps to take place throughout the course of the day (Liaise with Mr Wilson). ● Staff to monitor number of children in toilet area to avoid congestion and remind children of social distancing/hand hygiene. ● No more than 2 persons allowed in the toilet area at any one time. 	9

			<ul style="list-style-type: none"> • Appropriate markings/signage are to be displayed outside of the toilet area to encourage social distancing if queuing becomes necessary. • Pupils are encouraged to access the toilet during class / throughout the day to help avoid queues. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	
<p>Classroom: Risk of viral cross contamination</p> <ul style="list-style-type: none"> ➤ Clothing/Fabric ➤ Use of fabric chairs/soft furnishings may increase the risk of the virus spreading 	Children / Staff	25	<ul style="list-style-type: none"> • Sanitisation facilities and tissues are to be available in all areas. • Children are to have their designated seat for all lessons (Yr 2-6). • Seating arrangements will take into account government guidelines (e.g. seating pupils side by side and forward facing). • Excess furniture to be removed from the classroom to allow more effective cleaning and to reduce common touch surfaces. • Remove fabric chairs / soft furnishing items from the classrooms Revision 19.4.21 (Ref Gateshead LA Updated RA) – ‘if they are not essential for education/pupil support • Children (at KS2) are to remain seated as much as possible and to be discouraged from ‘wandering’ in the classroom. • Additional classroom bins to be provided. (Minimum 1 lidded bin per classroom). • A ‘clear desk policy’ should be adopted for staff desks. • Staff PPE to be available upon request. 	10

<p>Not wearing clean clothes each day</p> <ul style="list-style-type: none"> ➤ Not wearing clean clothes each day may increase the risk of the virus spreading – staff 	<p>Children / Staff / Parents</p>	<p>25</p>	<ul style="list-style-type: none"> • Recommend that staff leave ID badges in school, rather than take home • Staff to change and wash clothes on their return home may be a desirable precaution where working with children who are unable to maintain social distance. 	<p>10</p>
<p>PPE</p> <ul style="list-style-type: none"> ➤ Provision of PPE for staff where required is not in line with government guidelines 	<p>Staff</p>	<p>25</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured • Those staff required to wear PPE e.g. SEND, intimate care, receiving/handling deliveries, cleaning staff, have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely (see attached posters). • PPE will be provided for staff where intimate care is required <p>When carrying out close contact personal care with a pupil e.g changing nappies, then the following personal protective equipment must be worn:-</p> <ul style="list-style-type: none"> • Disposable Gloves • Plastic Apron • Disposable Fluid resistant face mask • Visor (for potential splashes) <p>This is in order to give an added layer of protection against possible splashes or respiratory droplets generated during a period of close contact, whilst carrying out personal care duties. Always carry out hand hygiene before putting on PPE (wash hands thoroughly with soap and water for 20 seconds) and after removal of PPE.</p> <ul style="list-style-type: none"> • Staff are reminded that wearing of gloves is not a substitute 	<p>12</p>

			<p>for good handwashing.</p> <ul style="list-style-type: none"> • Staff will not be required to restrain pupils unless wearing PPE, except in emergency circumstances. • Staff to wear PPE when appropriate (when in close contact with parents (1 metre / 1 minute, 2 metres/15 minutes face to face). • Staff dealing with pupils/staff with symptoms to wear PPE • Central store of PPE now well stocked and supply chain in place for weekly deliveries to maintain stock. • Staff to use mobile phone so they can request the provision of additional PPE if needed, without leaving their class bubble. 	
Physical activities: Risk of viral cross contamination	Children		<ul style="list-style-type: none"> • Pupils should be kept in consistent groups. • Sports equipment must be thoroughly cleaned between each use by different individual groups, paying scrupulous attention to cleaning and hygiene Revision 19.4.21 (Ref Gateshead LA Updated RA) DELETED • All contact sports should be avoided. Revision 19.4.21 (Ref Gateshead LA Updated RA) DELETED • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Revision 19.4.21 (Ref Gateshead LA Updated RA) DELETED • Revision 19.4.21 (Ref Gateshead LA Updated RA) – <u>extra-curricular activities</u> – pupils to be kept within the same groups as during school hours as much as possible. Where this is not possible pupils are in small consistent groups • Revision 19.4.21 (Ref Gateshead LA Updated RA) - group sizes to be a maximum of 15 plus staff where 	9

			<p>there is a mix of groups/bubbles <u>indoors</u></p> <ul style="list-style-type: none"> External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. 	
Music: Risk of viral cross contamination	Children		<ul style="list-style-type: none"> There may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments or shouting may occur. This applies even if individuals are at a distance. Additional controls should include: - Limiting classes to small groups, particularly when pupils are playing instruments or singing, maintain physical distancing and playing outside wherever possible. Group sizes should be limited to no more than 15, positioning pupils back-to-back or side-to-side, Sharing of instruments should be avoided and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	12
Educational visits	Children / Staff	25	<ul style="list-style-type: none"> No educational visits to take place at this time. This advice will be kept under review. <p><i>(Ref DfE Schools Coronavirus (COVID-19) Operational Guidance February 2021, Pg 50)</i></p> <ul style="list-style-type: none"> Revision 19.4.21 (Ref Gateshead LA Updated RA) – Residential and overseas visits do not take place until further notice 	3

Minibus use	Children / Staff	25	<ul style="list-style-type: none"> Minibus use subject to Risk Assessment taking place which follows current government guidance. Minibus use to be suspended except in an emergency situation. If circumstances dictate that a minibus should be used, social distancing guidelines should apply within. The driver's window should remain open throughout the journey. Hands should be washed by all parties at the end of a journey. Alcohol hand gel is to be available in vehicle glove boxes. 	3
Administration of First Aid ➤ The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Children / Staff	9	<ul style="list-style-type: none"> Only qualified staff are to administer first aid. First Aid certificates extended for three months. Addendum to Safeguarding Policy updated to reflect latest DfE guidance (see CES Policy Review). DSL and Deputy DSLs are available on site. First aid staff should wash hands prior to and after administering first aid. Where social distancing cannot be maintained the use of PPE should be employed. Available PPE: <ul style="list-style-type: none"> Disposable gloves Aprons Masks Goggles/Face shields where there is a risk of being splashed in the face by bodily fluids. Any waste generated, including disposable PPE, whilst administering first aid should be double bagged and binned. (See guidance re Donning/Doffing of PPE). None disposable PPE should be specific to the user. Equipment will be identified with the person's name using a permanent marker. First aid box stocks to be maintained by Lead First Aider, LB. 	3
Administration of medication	Children /	12	<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' 	6

<ul style="list-style-type: none"> ➤ Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them 	Staff		<p>underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</p> <ul style="list-style-type: none"> ● School have a regularly updated register of pupils with underlying health conditions. 	
<p>Expectations of Behaviour</p> <ul style="list-style-type: none"> ➤ Pupils' behaviour on return to school does not comply with social distancing guidance 	Children / Staff	8	<ul style="list-style-type: none"> ● Known traits and considerations to be shared with staff. ● Where physical contact has occurred all parties should wash hands and any other exposed areas as necessary. ● Revised behaviour expectations to be discussed with children on return to school. (see DfE Guidance 'Planning Guide for Primary Schools' Updated 25 May 2020) ● The school's behaviour policy has been revised and this has been communicated to staff, pupils and parents. Agreed by Governors 11.6.20 ● Clear messaging to pupils on the importance and reasons for social distancing (as much as possible) / rigorous hand hygiene is reinforced throughout the school day by staff and through posters and floor markings. For EYs/KS1 children this is done through age-appropriate methods such as stories and games. ● Staff model social distancing / hand hygiene consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing between class bubbles and are closely supervised. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing/hand hygiene for adults. ● Arrangements for social distancing of children have been agreed and staff are clear on expectations. 	4

			<ul style="list-style-type: none"> Curriculum adapted to include information about social distancing (age appropriate) and hand hygiene. 	
High levels of student anxiety	Children	25	<ul style="list-style-type: none"> Children to be made aware in advance that school will not be operating under its normal format. Concerns to be raised with staff so that bespoke support can be provided. Staff should be mindful when using PPE that their appearance may make children feel uneasy. Vulnerable children who are at a higher risk to be identified and given special consideration. Bereavement counselling to be provided on a bespoke basis (The Road Centre/Kalmer Counselling). Curriculum activities to include age appropriate PSHE information about the pandemic situation. Resources/websites to support pupils' well-being are provided. 	6
High levels of staff anxiety	Staff	25	<ul style="list-style-type: none"> Staff to advise LT of any concerns they may have. All concerns will be dealt with on a confidential basis. Vulnerable staff who are at a higher risk to be identified and given special consideration. Staff to be made aware of support networks available to them by LT e.g Public Health England, Education Mutual (Staff Absence Insurance Policy Provider). Bereavement counselling to be provided on a bespoke basis. 	6
Revision 19.4.21 (Ref Gateshead LA Updated RA) Complacency Employees not understanding the importance of following or maintaining COVID-19	Employees, pupils, visitors, contractors		<p>Revision 19.4.21 (Ref Gateshead LA Updated RA)</p> <ul style="list-style-type: none"> Staff have been reminded that they must continue to follow COVID-19 risk assessments and arrangements to protect themselves and others, even when they have had 1 or both doses of a COVID-19 vaccine. <p>This includes continuing to undertake LFT if they are happy to opt into this.</p>	

controls / forgetting / choosing not to follow controls			<ul style="list-style-type: none"> • Staff continue to be vigilant in relation to achieving 2m social distancing from others in practice. • Any concerns with colleagues being complacent / failing to follow COVID-19 controls to be raised with the colleagues and/or manager if necessary and appropriate action taken. 	
Communication				
Governance and Policy ➤ Governors are not fully informed or involved in making key decisions	GB/LT	25	<ul style="list-style-type: none"> • FGB Meeting 11.6.20 – see Agenda and Documents for consideration • Regular updates via email 	9
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Children / Parents / Staff / Governors	25	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors • Local Authority • Trade Unions • Professional associations • Diocese • Regular HT letters to families and staff • HT in regular contact with LA and Catholic Cluster - feedback is provided to staff <p>(Website, Letters, Texts, Emails, TEAMS, Class Dojo, Zoom, Telephone)</p>	9
Staff are not trained in new procedures, leading to risks to health	Staff	25	<p>Induction and CPD programmes are in operation for all staff prior to full reopening, and include:</p> <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management 	9

			<ul style="list-style-type: none"> Safeguarding (Refresher training 22.9.20 – A Cairns CES Consultant) <p>Risk management Staff induction will take place wb 13.7.20 / 7.9.20</p>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Parents	25	<ul style="list-style-type: none"> Key messages in line with government guidance and specific local authority guidance are reinforced regularly via email, text and the school's website. Letters sent regularly. 	9
Review of fire procedures				
<p>Fire procedures are not appropriate to cover new arrangements</p> <p>Fire evacuation drills - unable to apply social distancing effectively</p> <p>Fire hazard resulting from ethanol-based hand sanitiser on site.</p> <p>Check with Mr Wilson</p> <p>Compliance with RA confirmed 8.9.20</p>	Children / Staff	20	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> Doors being propped open to improve ventilation and to reduce contact with common / frequent touch surfaces. Social distancing guidance during evacuation and at muster points. Possible need for additional muster point(s) to enable social distancing where possible. Staff and pupils have been briefed on any new evacuation procedures. Plans for fire evacuation drills are in place which are in line with social distancing guidance. Stock to be stored in a metal locker in an area with restricted access. The locker should be labeled to advise of potential fire risk. Area should be kept cool and ventilated. Dispensers in classrooms to be stored away from heat sources, sources of ignition and out of direct sunlight. All staff to be advised of potential fire risk and precautionary measures. Classroom dispensers to be managed by the teacher in charge. 	10
Risks to Facility Services staff			<ul style="list-style-type: none"> Risk assessments to be conducted by Facility Services staff <p>Received by email 8.6.20 Reviewed/updated risk assessment (dated 17.7.2020) from</p>	

			Facility Services – Catering received 8.9.20	
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Reviewed RA on Teachers Drive, Folder '*Summer 2021*', V7 of RA