



## St. Luke's Catholic Primary School - Risk Assessment Form



# St. Luke's Catholic Primary Risk Assessment- September 2021



**Overarching Guidance for all staff:** In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
2. cleaning hands more often than usual - wash hands thoroughly 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 and wrists are covered
3. ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
4. cleaning frequently touched surfaces often using standard products, such as detergents and bleach
5. minimising contact and mixing by altering, as much as possible, the environment such as timetables (such as staggered break times)

### Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
2. Clean your hands and wrists more often than usual - with running water and soap and **dry them thoroughly** or use alcohol hand rub or sanitise ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.



## St. Luke's Catholic Primary School - Risk Assessment Form



6. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
7. Keep your classroom door and windows open if possible, for air flow. Extra blasts at break times to ensure the room is thoroughly ventilated
8. Limit the number of children from your class using the toilet at any one time.
9. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
10. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.



## St. Luke's Catholic Primary School - Risk Assessment Form



	Risk Assessment Title	Assessor name	Assessment date	Review date
	<b>Covid – 19 - Risk Assessment –</b>	<b>E Murtagh</b>	<b>August 2021</b>	<b>WEEKLY</b>
<b>How communicated to staff</b>	<b>Staff Share/ Emailed/Website/ sharepoint/ Compliance manager</b>		<b>Date communicated 1 Sept 2021</b>	<b>2<sup>nd</sup> September 2021</b>

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	<ul style="list-style-type: none"> <li>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>*Health and Safety Policy</li> <li>*First Aid Policy</li> <li>*Infection Control Policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>*The Health Protection (Notification) Regulations 2010</li> <li>*Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>*DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department for Health and Social Care</li> <li>○ PHE</li> <li>○ The school's local health protection team (HPT)</li> <li>○ Cheshire west and Chester Local Authority</li> </ul> </li> <li>• 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.</li> <li>• All staff have completed Infection Control training.</li> <li>• GDPR procedures are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus</li> </ul>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"> <li>• Infection control procedures are adhered to in accordance with the DfE and PHE's.</li> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"> <li>• 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 <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>•</li> <li>• Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, classrooms and kitchen areas.</li> <li>• 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)</li> <li>• Pupils are able to use hand sanitizer, under the supervision of a member of staff.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• All classes to have cleaning kits to clean tables, touch points etc. throughout the day.</li> </ul>
(c)	Ill health	Staff, visitors, pupils, contractors, parents	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.



## St. Luke's Catholic Primary School - Risk Assessment Form



- |  |  |  |  |
|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"><li>• Any pupil or member of staff who displays signs of Coronavirus are advised to follow the <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a> which sets out that they should arrange to have a test 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, unless they develop symptoms themselves.</li><li>• The isolation period 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.</li><li>• 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 isolation room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the isolation room, move them to an area (main Reception) where they will remain supervised, in a ventilated area at least 2 metres away from other people.</li><li>• If unwell pupils and staff are waiting to go home, they are instructed to use the disabled toilets to minimise the spread of infection. The toilets will be put out of use and taped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>• Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li></ul> |
|--|--|--|--|



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"><li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – PCR tests can be booked online through the <a href="#">NHS Test &amp; Trace website</a> or by calling 119.</li><li>• Any members of staff who display signs of infection are sent home immediately - PCR tests can be booked online through the <a href="#">NHS Test &amp; Trace website</a> or by calling 119.</li><li>• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</li></ul>
(d)	Confirmed Case of Covid- 19	All Staff	<ul style="list-style-type: none"><li>• 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.</li><li>• Where the child, young person or staff member tests negative, they can return to their setting.</li><li>• If a staff member or pupil tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill . If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li></ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"><li>• Other members of their household do not need to self-isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</li><li>• From the 16 August, the legal requirement to self-isolate for contacts of a positive case will end for everyone aged under 18, and for adults who have been fully vaccinated.</li><li>• Staff who come into contact with a positive case are advised to have a PCR test.</li></ul>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"><li>• 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</li><li>• The 'catch it, bin it, kill it' approach continues to be communicated to children through class assemblies, PSHE</li><li>• Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE</li><li>• Cleaning kits are available in all classrooms</li><li>• Pupils required to come into school in PE kits on the day they will be doing PE</li></ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"><li>• 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.</li><li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher / Deputy Headteacher</li><li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li><li>• The Headteacher/ Deputy Headteacher is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</li><li>• Staff inform the Headteacher/ Deputy Headteacher immediately once a pupil has tested positive for coronavirus.</li><li>• School Bursar will monitor the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus with school caretaker.</li></ul>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	<ul style="list-style-type: none"><li>• School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus – this will be done via email/ website/staff share</li></ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



(h)	PPE	Staff, visitors	<ul style="list-style-type: none"><li>• Most staff in schools will not require PPE beyond what they would normally need for their work</li><li>• 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.</li></ul>
(i)	Managing Entrance and Egress	Staff, pupils, parents	<ul style="list-style-type: none"><li>• Year groups to arrive and depart from school at the same time.</li><li>• Gates will no longer be specified</li><li>• A staff member will be in post to greet pupils and speak to parents</li><li>• Parents are not invited on to the school premises during drop off and pick up times</li></ul>
(j)	Class sizes and layout	Staff, pupils	<ul style="list-style-type: none"><li>• Mixing is permitted.</li><li>• Class groupings to resume. Children no longer required to sit in rows and face the front.</li><li>• Tables, touch points to be cleaned throughout the day by TA/Teacher/.</li><li>• Lunchboxes to be kept in class trolleys – extra to be ordered</li></ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



(k)	Social Distancing		<ul style="list-style-type: none"> <li>• Since 19<sup>th</sup> July 2021 Social distancing is no longer enforced –with regard for staff well-being we will continue to adhere to this where possible (particularly when staff are gathered)</li> <li>• Children can mix. Consistent groups (Bubbles) will no longer be required</li> <li>• In the event of an outbreak social distancing measures may temporarily be put back in place</li> </ul>
(l)	Visitors		<ul style="list-style-type: none"> <li>• Visitors will be asked to use 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 <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Contact details are no longer needed to comply with track and trace.</li> </ul>
(m)	Physical Environment/Ventilation	Staff, pupils	<ul style="list-style-type: none"> <li>• Ventilate all spaces using natural ventilation where possible (This includes the hall)</li> <li>• Open windows, prop open doors where possible</li> <li>• At the end of the day Classroom staff to close windows – Caretaker to take overall responsibility;</li> <li>• Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast</li> <li>• 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</li> <li>• The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low</li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"> <li>• Standalone fans may be used</li> <li>• 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 ceiling fans, desk fans or opening windows. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>• You should balance the need for increased ventilation while maintaining a comfortable temperature</li> </ul>
(n)	Toilet	Staff Pupils  CT	<ul style="list-style-type: none"> <li>• No more than 2 pupils in the toilets at any one time</li> <li>• Adults to remind children of hand washing - and monitor</li> <li>• Door wedges to keep the doors semi open to ensure privacy but keep ventilation.</li> <li>• Caretaker and cleaner to check soap supply is adequate</li> <li>• Hand Sanitiser to be checked regular and stored away from any heat sources.</li> <li>▪ Disabled toilet – <u>only to be used by male staff members</u></li> <li>▪ Pedal bins to be placed in all toilets to avoid spillage of paper towels.</li> <li>▪ staff toilets to be cleaned mid- morning by midday staff (<b>– Cleaned after lunch CT</b>) and at the end of the day when staff are off the premises</li> <li>▪ External door must remain wedged open</li> </ul>
(o)	Fire Alarm – safe Evacuation	Staff/pupils Lead HT/CT DHT	<ul style="list-style-type: none"> <li>• On return to school there will be a practice run to ensure that all staff/ children are clear about procedures. This will be followed up by a Practice Fire Alarm</li> <li>• All Classes to assemble on main Playground - This includes S4YC</li> <li>• Staff will wear a Hi Viz jacket and carry a radio to be in contact with SL's</li> <li>• Internal doors to be shut before leaving the building to prevent the spread of fire.</li> <li>• SL/Caretaker to check the building once all groups have evacuated.</li> <li>• SB – to check registers</li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



(p)	First Aid	Staff/pupils	<ul style="list-style-type: none"> <li>• Basic First aid kit to be provided in each Class/ include fresh supply of gloves and plastic apron.</li> <li>• Always try to remain to the side of the child and always above head height.</li> <li>• First aid kits to be brought outside during breaks Middays to continue to use own First aid Kits</li> <li>• PPE should be worn (gloves and masks) when dealing with a first aid incident.</li> <li>• Staff to wear face covering when administering first aid.</li> <li>• Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance.</li> <li>• Serious injuries should be seen by a fully trained first aider.</li> <li>• Vomit – to be covered in sand and is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait outside their classroom door for parents.</li> <li>• Staff to radio into the office for a first aider to attend an outside incident after moving child to a designated space on the field, not send the child in.</li> </ul>
(Q)	Cleaning	Pupils/ Staff/ Parents/ Visitors	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Toilets will be deep the end of each day. To include all hard surfaces/ tables/ doors/ door handles and jamb of door</li> <li>• Tables and contact points must be cleaned regularly.</li> <li>• Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>• No toys can be brought from home.</li> <li>• Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 pandemic is over.</li> <li>• iPads should be wiped several times daily and between use. If possible, avoid children sharing tablets. Teachers to bring to charger station in staffroom when required. Class bubble colours to identify iPads</li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"> <li>• Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used.</li> <li>• Bins must be emptied before they are full and at least once daily.</li> <li>• Recommended cleaning solutions to be used to clean items which cannot be done with soap which then is removed by water into a sink.</li> <li>• Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</li> <li>• Office Staff including HT will maintain hygiene throughout the week with 1X weekly deep cleaning/hoovering by cleaning staff.</li> </ul> <p style="text-align: center;"><b>Additional Cleaning following a symptomatic or confirmed case</b></p>
(R)	Off Site Activities/After School Clubs	Staff, Pupils	<ul style="list-style-type: none"> <li>• All Offsite Activities can take place- we will continue to complete risk assessment through Evolve, all RA's to be submitted to EVO (L Taylor)</li> <li>• After school clubs can take place – RA to be in place</li> <li>• External providers will now be welcome to operate from our school premises.</li> <li>• Wrap Around Provision is available- continues to be provided by S4YC who take responsibility for their own RA's</li> </ul>
(S)	Lateral Flow Testing	Staff	<ul style="list-style-type: none"> <li>• Asymptomatic testing remains important in reducing the risk of transmission of infection within schools.</li> <li>• Staff should continue to undertake twice weekly home testing. Primary age pupils (those in year 6 and below) will not test</li> <li>• Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate</li> </ul>



## St. Luke's Catholic Primary School - Risk Assessment Form



			<ul style="list-style-type: none"> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn't have COVID-19 symptom.</li> </ul>
(T)	Contact Tracing	Staff	From Step 4, close contacts will be identified via NHS Test and Trace.
			<ul style="list-style-type: none"> <li></li> </ul>

### Additional actions taken to manage this risk

No.	Action required	Action target date	Person responsible	Notes Comments	Date completed
1.	<ul style="list-style-type: none"> <li><b>Review policies and share with staff – inset day</b></li> </ul>				

### Notes of ongoing issues or concerns relating to this assessment.

Step 4 Risk Assessment V 1 England August 2021

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)