



Coronavirus (COVID-19): Risk Assessment Action Plan from 28th February 2022 onwards

St Joseph's Catholic Primary School

Assessment conducted by: Samantha Chapman	Job title: Principal	Covered by this assessment: St Joseph's Catholic Primary School, Site, Staff, Children & Visitors.
Date of assessment: 28 th February 2022	Date of next review: Next Government Guidance is Published	



The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups, **Nursery, Reception, Years 1, 2, 3, 4, 5, and 6** **while reducing the risk of coronavirus transmission**. The risk assessment has been written in

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England](#)

collaboration with a number of local authorities.

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.



Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Low	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Directors and passed on to parents and staff by email Staff to be kept up to date with regard to risk assessment expectations and have a responsibility to maintain them. Leaders to ensure that compliance by staff / pupils to the risk assessment is maintained. 	Low	Low	S Chapman & J Cheema	On-going	S Chapman J Cheema S Toddington H Parkes Directors



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		<ul style="list-style-type: none"> Leaders, staff and students to actively reduce and avoid what would be deemed as 'contact' <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>					
Lack of persons in safety critical roles e.g. first aiders, fire marshals due to self-isolation or shielding	Low – all TA's are first aid and fire trained.	<ul style="list-style-type: none"> Fire risk assessment kept under constant review. First aid needs assessment regularly reviewed. Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant measures. Consideration for shadowing of roles, ensuring additional staff members are trained. 	Low	Low	S Chapman & J Cheema	On-going	S Chapman J Cheema S Toddington H Parkes Directors
Poor communication with parents and other stakeholders		<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Leaders to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. Frequent staff meetings and reminders of requirements whilst working on site. 	Low	Low	S Chapman & J Cheema	On-going	S Chapman J Cheema S Toddington H Parkes Directors



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		<ul style="list-style-type: none"> As a result, all pupils and all staff working with pupils are adhering to current advice. 					
Lack of awareness of policies and procedures	Low – we always send updates by text, email and post	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 	Low	Low	S Chapman & J Cheema	On-going	S Chapman J Cheema S Toddington H Parkes Directors



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		<ul style="list-style-type: none"> - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell 					



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		<ul style="list-style-type: none"> Frequent (at least weekly) electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Disruption to the running of the school in cases of local outbreak	Staff Pupils Others	<ul style="list-style-type: none"> The school has an up-to-date outbreak plan and is revisited. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. Follow Government advice and follow any instructions. Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. School will follow director of public health advice in cases of local outbreak. <p>Schools put into place any actions or precautions advised by their local HPT.</p>	Med	Med	<u>S Chapman & J Cheema</u>	<u>On-going</u>	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
<p>Poor hygiene practice in school – general Getting or spreading coronavirus by not washing hands or not washing them adequately.</p>	High	<ul style="list-style-type: none"> • Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice requested in school (e.g. washing hands before entering and leaving school) • Pupils reminded to wash their hands with soap or sanitise before and after break times and lunchtimes. • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance 	Medium	Medium	All Staff	On-going	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>



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		<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Dishwasher ALWAYS needs to be on a HOT WASH. All utensils are thoroughly cleaned before and after use Visitors to the site to use hand sanitiser or asked to wash hands. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	Medium	<ul style="list-style-type: none"> Areas touched to be wiped down <p>As a result, reception staff are protected.</p>	Low	Low	Site Manager, Office Staff. All staff	On-going	S Chapman J Cheema S Toddington H Parkes Directors
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff advised to wash hands or sanitise on arrival at school 	Low	Low	Office staff	Completed	S Chapman J Cheema S Toddington H Parkes



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		<ul style="list-style-type: none"> Each individual is responsible for wiping down their own work area before and after use. Phones must be sanitised after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					<u>Directors</u>
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and water is the best approach to this and schools should endeavor to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. 	<u>Medium</u>	<u>Medium</u>	<u>ALL STAFF</u>	<u>On-going</u>	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>



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		<ul style="list-style-type: none"> All staff advised to wash hands or sanitise on arrival in school Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p>High</p>	<ul style="list-style-type: none"> Staff advised to wear PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. 	<p>Medium</p>	<p>Medium</p>	<p>All staff</p>	<p>Completed</p>	<p>S Chapman J Cheema S Toddington H Parkes Directors</p>



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		As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.					
Poor hygiene practice – specific - end of the school day.	Medium	<ul style="list-style-type: none"> Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	Low	Low	S Chapman & J Cheema	On-going	S Chapman J Cheema S Toddington H Parkes Directors
Ill health in school.	High	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell 	High	High	All staff	On-going	S Chapman J Cheema S Toddington H Parkes Directors



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		<ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to School Leaders • Any staff member who displays signs of being unwell immediately refers themselves to School Leaders and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom – Disabled Toilet - which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the 					



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		<p>pupil is safe. A facemask is advised to be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Refer to the school symptom management Standard Operating Procedure (SOP) <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	High	High	<u>S Chapman & J Cheema</u>	<u>On-going</u>	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>



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Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> • Tissues and hand sanitiser to be located in each classroom/learning space • Where possible, windows to be opened to provide ventilation. • Pupils/staff advised to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets advised to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources advised to be cleaned prior to and after use • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Dishwasher on a HOT WASH at all times • Improve ventilation where possible, propping doors open. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	High	High	All Staff	On-going	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Low	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	All Staff	On-going	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	High	High	Site Manager and Cleaning Staff	On-going	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u> <u>H Parkes</u> <u>Directors</u>
Visiting teachers getting or spreading coronavirus in school	Medium	<ul style="list-style-type: none"> Ensure planned visiting teachers e.g. DPA teachers are given the risk assessment in advance of their visit to school. 	Low	Low	All Staff DPA visiting staff	On-going	<u>S Chapman</u> <u>J Cheema</u> <u>S Toddington</u>



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							H Parkes Directors
Getting or spreading coronavirus through workers living together and / or travelling to work together	Medium	<ul style="list-style-type: none"> Discuss with workers how to prevent the risks of spreading coronavirus. Follow government guidance in all cases 	Low	Low	All Staff	On-going	S Chapman J Cheema S Toddington H Parkes Directors
Mental health and well being affected through isolation or anxiety about coronavirus	Medium	<ul style="list-style-type: none"> Regular keep in touch meetings / calls with people working from home Have open discussions regarding possibility of infection allowing opportunities for them to raise their concerns Involve employees and students / parents in completing risk assessments so they can feel part of the solution <p>Offer support and advice on taking breaks and working from home strategies.</p>	Low	Low	SLT	On-going	S Chapman J Cheema S Toddington H Parkes Directors
Poor ventilation leading to risk of spread	Medium	<ul style="list-style-type: none"> Follow HSE guidance on heating ventilation and air conditioning Increase air flow and ventilation in workspaces Open windows and doors (not fire doors) 	Low	Low	All Staff Site manager	On-going	S Chapman J Cheema S Toddington H Parkes Directors



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Collective Worship / gatherings in the school hall.	Low	In line with government guidance whole school gatherings have resumed and singing is now permitted. Windows will always be opened in the hall to allow for ventilation.	<u>Low</u>	<u>Low</u>	<u>All Staff</u> <u>Site manager</u>	<u>On-going</u>	<u>S Chapman</u> <u>J Cheema</u> <u>S</u> <u>Toddington</u> <u>H Parkes</u> <u>Directors</u>
Staffroom use	Low	In line with government guidance social distancing is no longer mandatory in the staffroom. <ul style="list-style-type: none"> • Windows will be opened to allow for ventilation. • Staff are aware of other areas they can use if they wish to practice social distancing. 	<u>Low</u>	<u>Low</u>	<u>All Staff</u> <u>Site manager</u>	<u>On-going</u>	<u>S Chapman</u> <u>J Cheema</u> <u>S</u> <u>Toddington</u> <u>H Parkes</u> <u>Directors</u>