



Risk Assessment – St. Joseph’s Catholic Primary School

Risk Assessment for: **Schools - Covid-19**

This risk assessment should be produced in conjunction with the current government guidance as highlighted below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Service Area/Division: St. Joseph’s Catholic Primary School Huddersfield	Assessed by : Dominic Williams / Edel Fleming & Sarah Greene	Date of Assessment: 14th October 2020	Ref No: CV19-2
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Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Schools Premise	Personal injury Fire Legionella Infection of coronavirus	<ul style="list-style-type: none"> Undertake a workplace inspection to ensure adequate working environment, equipment, fire safety and emergency arrangements are in place. Fire Risk Assessment to be reviewed and the Fire log-book is up to date. Legionella checks are to be up to date. Electrical, gas and ventilation systems checks are up to date. 	<p>DW to do walk around school to check.</p> <p>DW to confirm that they’re up-to-date</p> <p>Done routinely anyway. Has been done recently.</p> <p>DW to do walk around school to check.</p>	<p>04/09/20 DW&PC</p> <p>04/09/20 DW</p> <p>07/09/20 PC</p> <p>07/09/20 PC</p>

		<ul style="list-style-type: none"> Increased cleaning regime. 	Additional cleaning throughout the day and at lunchtimes	09/09/20 DW
Infection Control	<p>Infection of coronavirus</p> <p>Dealing with direct transmission (e.g. close contact with those sneezing/coughing) and indirect transmission (e.g. touching contaminated surfaces)</p>	<ul style="list-style-type: none"> Minimise 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. 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 are covered. Classrooms and office spaces to be ventilated by open doors and windows, wherever the outside temperature and other weather factors, such as wind, allow Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Cleaning frequently touched surfaces often using standard products (such as detergents and bleach). Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	<p>Instructions published for staff and parents about not attending if they or their family have CV19 symptoms.</p> <p>Instructions for staff to pass on to children. Check sufficient supplies and reordering availability.</p> <p>Signs around school</p> <p>Staff to regularly remind children</p> <p>Children provided with individual sets of basic equipment Difficult to clean equipment removed from use.</p> <p>Out of School Club to keep groups separate</p> <ul style="list-style-type: none"> Multiple entrances/exits for groups, manned by staff Groups not to mix during lessons or break One-Way System in School Lunch in own group Different play areas 	<p>07/09/20 DW</p> <p>08/09/20 DW 07/09/20 and daily ff. JM</p> <p>Already done</p> <p>All staff – monitored by SLT.</p> <p>Already Done 09/09/20 – all staff responsible</p> <p>09/09/20 DW</p> <p>Already done</p> <p>8/59/20 DW/EF</p> <p>9/9/20 LC</p> <p>9/9/20 DW/EF to monitor these six actions</p>

		<ul style="list-style-type: none"> • Reducing contact with people outside school 	<ul style="list-style-type: none"> • Extra-curricular activities not to mix groups • Own toilets during lessons • Groups not to mix with others at break or dinner time • Separate reward and worship assemblies to take place for each class in their own classroom • Wet breaks, no mixing, stay in own classroom • High-risk SEND children have own Risk Assessment and 1:1 support <p>- Handwash and/or gel on entry to school</p> <p>- Sign-in for 'track and trace' purposes, as well as Safeguarding</p> <p>No residential visits Parental visits inside school building by appointment only HT to risk-assess any day visits out of school, prior to approval No parent assemblies No visits to Mass October parent consultations to be held by phone, not in school Training/INSET/Contacts by Zoom/Teams rather than face-to-face</p> <p>T&T to be on agenda for first staff meeting</p> <p>Staff not to wear face coverings as the norm.</p>	<p>09/9/20 DW</p> <p>09/9//20 DW</p> <p>09/09/20 DW</p> <p>07/09/20 DW</p> <p>09/09/20 DW</p> <p>07/09/20 DW</p> <p>09/09/20 DW</p>
		<ul style="list-style-type: none"> • Raise staff awareness of testing and tracing system 		

		<ul style="list-style-type: none"> Protecting staff and keeping them safe <ul style="list-style-type: none"> Ensuring visiting coaches have risked assessed their activities and are in line with school assessments 	<p>Staff to meet HT 1:1 to discuss if they need to wear a face covering</p> <p>Children’s ‘birthday treats’ to be brought to school in sealed bag. Treats to be individually sealed and wrapped. Treats to be take home and opened with parents. Parents to be notified of procedure and given the option not to accept the treat.</p> <p>Three designated areas for staffrooms, rather than usual one. No mixing. Full staff meetings to be in either a classroom or the school hall, to ensure social distancing. Consideration to be given to whether meetings can be held in the designated groups.</p> <p>Headteacher to meet each coach/representative</p> <p>Headteacher to approve each organisation’s risk assessments Headteacher to ensure each organisation’s risk assessments are reviewed half-termly</p>	<p>13/10/20 DW</p> <p>07/09/20 DW</p> <p>Already done</p> <p>14/9/20 DW</p> <p>Ongoing DW</p>
PPE (including face masks/coverings)	Spread of infection (coronavirus)	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. 	<p>Purchase of aprons, masks, gloves, visors, shoe coverings, sleeves, spit masks</p> <p>Weekly check of PPE and re-order, if necessary</p> <p>Advice to parents regarding the wearing of PPE</p>	<p>Already done</p> <p>JM</p> <p>Already done</p>

		<ul style="list-style-type: none"> If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn. 	<p>Instructions provided to staff for use of PPE if a child shows symptoms of CV19</p> <p>Closure of medical room after pupil with CV19 cared for prior to being sent home</p>	<p>08/09/20 DW</p> <p>09/09/20 SE</p>
Class/groups sizes	Infection of the coronavirus	<ul style="list-style-type: none"> Reduce contact between people as much as possible e.g. only mix in a small, consistent group and that small group stays away from other people and groups. Where possible keep children in those small groups 2 metres away from each other. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here. Avoid contact with anyone with symptoms 	<p>Pupils to be divided into four groups: EYFS / KS1 / LKS2 / KS2</p> <p>Desks in KS2 to be facing forward, rather than sideways</p> <p>Difficult to clean items removed from classroom</p> <p>One-way system for corridors – signs and stickers to promote this</p> <p>2m lines on routes into the building 2m guides on corridors and halls</p>	<p>09/09/20 DW</p> <p>09/09/20 DW</p> <p>09/09/20 EF</p> <p>Already done</p> <p>Already done Already done</p>

		<ul style="list-style-type: none"> • Frequent hand cleaning and good respiratory hygiene practices • Regular cleaning of settings • Minimising contact and mixing 	<p>Staff to regularly wipe down surfaces</p> <p>Toilet sinks to be cleaned at lunchtime</p> <p>Any adult or pupil with symptoms to be sent home immediately.</p> <p>Signs around school</p> <p>Regular reminder by staff</p> <p>Pupils to have own sets of stationary</p> <p>Out of School Club to keep groups separate</p>	<p>09/9/20</p> <p>3/9/20 DW</p> <p>07/09/20 DW</p> <p>Already done DW/EF/staff</p> <p>Already done</p> <p>09/09/20</p> <p>09/09/20</p>
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Conclusions:

If the above the measures are followed and employees and pupils with suspected symptoms do not attend the school or if they do are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

Review Date: Wednesday 14th October 2020

Review of this document should be annually or more frequent if:

- After an accident / incident involving an activity from this risk assessment
- Any significant changes to work practices, materials, equipment or legislation

Assessor (Signed): Dominic Williams

Dated: 14th October 2020

THIS RISK ASSESSMENT MUST BE SHARED WITH ALL INVOLVED IN THIS ACTIVITY

The sharing of the risk assessment with all staff involved with the activity is vital to ensure all control measures are complied with, are practical and adhered to.

Please document that this information has been provided