

St Mary's Risk Assessment 2020 – 2021 Updated 10.1.21

Risk Classification:

Low	1m+ social distancing and reduced contact with touchpoints
Medium	Intermittent close contact
High	Prolonged close contact and potential touchpoints

Approach to risk estimation and management

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances while complying with their duties under health and safety legislation. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

1. Elimination: stop an activity that is not considered essential if there are risks attached.
2. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
3. Engineering controls: design measures that help control or mitigate risk.
4. Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).
5. Having gone through this process, PPE should be used in circumstances where the guidance says it is required.

Health and safety:

TASK	HAZARDS TO YOU	CURRENT RISK RATING	MITIGATION MEASURES	POTENTIAL RATING
Thorough cleaning of all sites.	Risk associated with covid 19 germs being present on touchpoints within the building specifically door handles and shared surfaces.	Medium	<p>Agree and commission enhanced cleaning arrangements for each site – consider: toilets to be cleaned after lunchtime where used, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school entrance where necessary and available, bins in every classroom double bagged and emptied frequently (guidance on cleaning in non-healthcare settings here and here)</p> <p>Everyone to clean hands thoroughly more often than usual. Build these routines in to school culture, supported by behaviour expectations.</p> <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. School to ensure we have enough bins and tissues available to support this routine.</p>	Low
Social distancing within corridors.	Due to the width of the corridors social distancing of 1m+ is not instinctive	Medium	<p>Verbal reminder and signage about leaving a gap.</p> <p>Corridors are low risk due to the short duration of contact. Avoid queueing to enter hall for lunch.</p> <p>KS2 corridor – one way system.</p> <p>Face coverings can be worn outside of classrooms.</p>	Low
Social distancing within class rooms	Two pupils to a desk means shared touchpoints and close contact	High	<p>Pupils will sit facing the front in years 2 to 6.</p> <p>Reminders about touching the face</p> <p>Personal stationery</p> <p>Regular handwashing and access to tissues and bins.</p>	Medium

			Windows and doors to remain slightly open when pupils are in the classroom. Windows and doors wide open to air classrooms during break and lunchtimes.	
Social distancing within the Hall at lunchtime	Pupils coming into contact with pupils from other groups and risk of contaminating more than one bubble	High	Pupils remain in their class groups. Groups sat apart from one another Two sittings Different tables used wiped down between sittings.	Medium
A member of staff or child displays symptoms of covid 19.	Potential of germs to be present in the areas of the school where that group of children and staff have been.	High	Agree a policy and procedures should a child or adult fall ill on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (DfE guidance on prevention and control here , NHS guidance on what to do if you or someone you live with has coronavirus here , guidance for households with possible coronavirus infection here and guidance on testing here) PPE (gloves/aprons/mask/bags) will be required for cleaning an area in which coronavirus is possible or confirmed. Contaminated waste from suspected or confirmed cases to be double bagged and date labelled and placed in contamination zone in locked waste compound. Moved to general waste after 72 hours. Contain any outbreak by following local health protection team advice.	Medium/Low
Using the toilet	Potential of germs to be present in the areas of the school where that bubble of children and staff have been.	Medium	Toilets will be cleaned after lunchtime and at the end of the school day. Door handles will be wiped frequently or doors kept open where possible. Windows will be kept open for ventilation.	Low

			<p>Pupils will be encouraged to clean their hands thoroughly after using the toilet.</p> <p>1 person at a time in adult toilets.</p>	
Coughs and Colds as winter approaches	Greater risk of aerosol droplets being disseminated	High	<p>Signs for Catch It, Bin It, Kill It, message.</p> <p>Provision of tissues in all classrooms</p> <p>Bins emptied regularly</p> <p>Maintain ventilation at all times in all occupied spaces.</p>	Low
A family returns from abroad	Potential risk of family being exposed to COVID-19 germs and being asymptomatic	Medium	All families returning from travel abroad will inform the school and follow current the government guidance regarding quarantine.	Low
A pupil using public transport or taxi to come to school	Risk of pupil having prolonged exposure to germs.	Medium	<p>Parents to follow current guidance for safer travel. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Clear guidance given to parents regarding the removal of face coverings for pupils before they enter the school site.</p> <p>All children will wash their hands on entering the building.</p>	Low
Social distancing within staffroom and cleaning in staffroom	Risk associated with covid 19 germs being present on touchpoints within the staffroom specifically fridge handle and hot water tap and sink.	Medium	<p>Seating in staffroom to be reduced and staff encourage to eat outside when and where possible.</p> <p>Staff to spray and wipe hot water handle, taps and fridge handles after use.</p>	Low
Kitchen staff and preparation of food	Potential risk of prolonged exposure to children for kitchen staff.	Medium	Hot food will be made by kitchen staff, children will not come into contact with kitchen staff. Hot boxes will be picked up by school staff and delivered to the classroom for KS2 pupils. For pupils in EYFS and Year 1 a rota is in place for use of the hall for eating. School staff will deliver hot boxes to pupils seated at tables in the hall.	Low

			<p>Reception and Year 1, in the hall to eat meals off plastic trays 8/10/20. MDSA from class bubble will collect trays from hatch and deliver to tables. 2m+ distance to be maintained between kitchen and school bubble staff.</p> <p>Vertas to update Risk Assessment.</p> <p>Vertas to provide Risk assessment for their staff.</p>	
Queries from parents	Potential risk of office staff being exposed to multiple adults and risk of germs.	High	Parents will be informed that all queries must be conducted via phone or email.	Low
Pupils not wanting to separate from parents.	Risk of close contact between school staff and parents.	High	Parents to take child for a short walk and then return to school and try again. Adult from the class to be available to welcome the child to school on their return. Repeat process if needed.	Low
Pupils arriving at and leaving school	Risk associated with pupils arriving in large groups and not observing social distancing guidance.	High	Staggered start and finish times to keep groups apart as they arrive and leave school. Three access points to ensure that classes do not mix at the beginning and end of the day.	Low
Pupils arriving late at school	Risk associated with pupils mixing with pupils from other groups.	High	Parents to telephone the office if their children are late arriving at school. Child to wait in the correct zone, away from other group of pupils. A member of the office staff or class TA will escort them to the correct class.	Low
Staff or Children with underlying conditions	Potential risk of greater severity of symptoms	Medium	<p>Stringency of above measures</p> <p>Personal RA where appropriate</p> <p>Advice to be sought from clinic/GP by the individual and school to accommodate as far as possible.</p>	Low
Shared equipment	Potential transmission of Coronavirus on surfaces	Medium	Each pupil has own set of resources (pen/pencil/rubber/sharpener).	Low

			Books and other resources can be shared within bubble, these need to be cleaned. Sports and other resources wiped down between classes/bubbles.	
First Aid	Potential transmission during administration of first aid	Medium	Simple First Aid to be delivered using First Aid Kit held class or by MDSA. Paediatric First Aider only called where this is necessary and administered in pupil's own bubble where possible. Gloves (and apron for noticeable blood loss) to be worn. Do not send pupils to the office for first aid.	Low
Fire Safety	Potential transmission due to reduced social distancing in rapid egress procedure.	Medium	Pupils are reminded to exit swiftly and safely in accordance with teachers instructions maintaining a space between pupils where possible. All face forward. Groups do not cross. Fire drill held in first weeks of new term (by 11 th Sept).	Low
Deliveries	Potential transmission of Coronavirus on surfaces	Medium	Deliveries are dropped in reception area – no signing is currently required.	Low
Manual Handling	Potential risk of injury from handling items whilst social distancing	Medium	Review the task. Use the lifting aides. If task cannot be undertaken safely do not undertake.	Low
PPE	Potential misuse leading to reduced efficacy and increased risk of transmission of coronavirus	High	http://www.nipcm.hps.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/ Guidance shared with staff on 1 st June. Pupils wearing masks on journey to school to remove before entering site. Returned to parents where possible and placed in sealable plastic bag within school bag by Y5/ Y6 arriving unescorted. All hands washed on entry into building	Low

Contractors/Outside Services on site	Potential transmission of coronavirus from increased social contact	Medium	Contractors/Professionals are reminded to follow social distancing and hand washing protocols whilst on the premises. Details retained for track and trace purposes	Low
Changing for PE	Potential of pupils touching each other's clothing. Putting on the wrong clothing by mistake.	Medium	Pupils to come to school in their PE kit on days when they have PE. No spare pe kits / trainers to be loaned out to pupils.	Low
Sensory room	Potential transmission of Coronavirus on surfaces	Medium	Sensory room to be wiped down after use. Hands to be washed before and after use.	Low
Before and after school sports clubs	Potential of pupils mixing with other class groups.	Medium	Clubs to be run for a single year group at a time to ensure there is not any mixing of pupils in different classes.	Low
Wooden play equipment	Potential transmission of Coronavirus on surfaces	Medium	One class at a time to use the equipment Monday to Thursday. No-one to use the equipment Friday to Sunday – 3 day quarantine before next group.	Low
Fruit for snack EYFS/KS1	Potential of coronavirus on fruit.	Medium	Adult from the class to wash all fruit thoroughly. Only individual pieces fruit will be allocated. Children to wash their hands thoroughly before taking a piece of fruit.	Low
Peripatetic music lessons.	Potential of music teachers spreading coronavirus.	Medium	Stringent social distancing, lessons held outside, pupils to only touch their own instrument, pupils and teacher to wash hands before and after lesson.	Low
Milk for EYFS	Potential for coronavirus when using cups.	Medium	Individual milk cartons.	Low
MDSA's who work across schools	Potential of MDSA's spreading coronavirus.	Medium	Wash hands on entry to the building. Work with older pupils who can adhere to social distancing rules. Keep 2 m + distance from pupils. Stand near classroom door. Only adult from the bubble to administer first aid. Do not touch anything in the classroom.	Low

Peripatetic music teacher – cold & wet weather	Potential of music teachers spreading coronavirus.	Medium	In event of cold/wet weather music lesson may be held in the staffroom. Review on a week by week basis. Social distance, windows and doors open, small groups from the same class only.	Low
Two PGCE Students in Year 4	Potential spreading of coronavirus	Medium	Class teacher to attend mentor training. Class teacher and student to meet 2/10 prior to starting in school to discuss COVID risk assessment and safety procedures. Provide clear expectations for students. Emphasise moral responsibility of adherence to the rule of 6 and behaviour out of school. Meet with HoS on first day to ensure full understanding of risk assessment and safety procedures. Where possible maintain 2m+ from pupils and staff in year 4 bubble. Stringently social distanced from pupils and staff from outside Year 4 bubble. Students required to download NHS covid App. Students self isolated for 2 weeks prior to placement.	Low
Parents arriving at school with forgotten lunch boxes, musical instruments etc.	Transmitting Covid on items handed to office staff.	Medium	Office staff to wear gloves when receiving items from parents. Collect item from parent outside with an outstretched arm.	Low
Two adults working in the office together.	Transmitting Covid	Medium	Perspex screen between two adults. Window open to ensure ventilation.	Low
School telephones	Transmitting Covid	Medium	Staff to wipe telephone with disinfectant after use.	Low
Signing in book	Transmitting Covid	Medium	Staff to use own pen to sign in and out. Use hand sanitiser.	Low
Staff meetings	Transmitting Covid	Medium	Staff meetings to be held via google meet with staff in classroom.	Low

Face coverings	Risk associated with covid 19 germs being present in public areas used by multiple people and children	High	<p>Staff have been given the guidance on <u>Face coverings</u>.</p> <p>Staff are advised to wear face coverings in public areas outside of the classroom, including toilets, staff rooms, shared group areas and when collecting and dropping off the children at the gate.</p> <p>The school has advised parents to wear face masks when dropping off and collecting children.</p>	Low
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