ST JOHN FISHER CATHOLIC PRIMARY SCHOOL

COVID 19 - RISK ASSESSMENT

SEPTEMBER 2020



IDENTIFYING, EVALUATING AND MANAGING RISKS

LEGEND	
I	impact
Р	Probability
1XP	Risk Rating

To Establish risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1- 5) with the perceived likelihood (or probability) of that risk occurring (score 1 - 5).

Impact (or conseq	uence)			Probability (or Likelihood)			
Description	Indicators		1	Description	Indicators		
5 Major	The risk has a <i>major</i> im	pact if realised		5 Very Likely	The risk will emerge		
4 Significant	The risk has a significal	nt impact if realised		4 Likely	The risk <i>should</i> emerge		
3 Moderate	The risk has a <i>moderat</i>	e impact if realised		3 Unlikely	The risk <i>could</i> emerge		
2 Minor	The risk has a <i>minor</i> im	pact if realised		2 Very Unlikely	The risk is unlikely to emerge		
1 No consequence	The risk has <i>no</i> consequ	ence if realised		1 Impossible	The risk will not emerge		
Score		Risk Description	Act	Action Required			
		Extreme Risk ()	Sto	р			
25							
20 - 15		High Risk	Risk to be actively managed with appropriate risk control activities				
		Medium Risk	Take appropriate action to manage the risk				
12 - 6							
		Low risk		k to be removed fro Inges in risk rating.	m register with monitoring activity to assess		
5 and below			Chie	inges in hisk runnig.			

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Existing Health and Safety compliance and building considerations	3	4	12	 Ensure health and safety compliance checks have been undertaken in required timescales. This is particularly important if the school premises have been closed to pupils and staff for any periods of time since 23 March 2020 Report to DFE - following advice in September 2020 Test all water systems, fire alarms, gas supply, kitchen equipment - see action plan September 2020 Deep Clean to be considered if Risk is identified As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Outside Contractors - helping reduce risks
Follow government systems of control	3	4	12	 Follow DFE guidance for systems of control - essential measures Report to DFE - New support line September 2020 Anyone who is ill with symptoms stays at home Face coverings may be worn by staff /visitors where social distancing is not possible Hands will be cleaned often Good respiratory hygiene in place Enhanced cleaning arrangements Consideration of how to reduce contacts and maximise distancing whenever possible and minimise potential for contamination so far as is reasonably practicable - school procedures plan Use of PPE where appropriate Respond to any infection by: Active engagement with NHS Test and Trace Manage confirmed cases within the school community Contain any outbreak by following DFE and local health protection team advice 	Headteacher SLT Governing Body
Review Pupil well-being and Risk assessments	4	4	16	 Review the circumstances of pupils who are likely to be returning - are there any new circumstances that may pose a risk Risk assess individual pupils who need specific care which cannot be delivered whilst ensuring social distancing Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Class group and size configuration	3	4	12	 For primary school classes configure class group in no more than 30 pupils per small group and one teacher and a teaching assistant minimum For pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children Each group should be a consistent group and that small group stays away from other people and groups As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Timetable	3	3	8	 Revised Curriculum - age related - all subjects covered - 1st half term Autumn catch up on previous years missed curriculum for Maths English Reading and Phonics Daily Maths, English and RE taught each morning - afternoons will be more topic based Booster Classes Year 4 - Year 5 and Year 6 Teacher to plan for activities that could take place outdoors stagger break times (including lunch), so that all children are not moving around the school at the same time 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants MDS
Curriculum & Transition	3	3	9	 Balancing the need for remedial work and "catch up" with the social/emotional needs of the children & young people 1st half term Autumn catch up on previous years missed curriculum for Maths English Reading and Phonics Address gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils Managing transition (at all stages) to best support the next stage of learning Supporting the handover of critical information to best support transition (SENCO to lead and complete requested Bexley Forms) Promote understanding of the different experiences for our children and young people during lockdown Consider how pupils with specific needs are reintegrated - separate risk assessment if appropriate Deliver activities that focus on relationships and well-being No curriculum trips or visitors - review October No extra curricular activities or clubs - review October 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants SENCO

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Classroom and learning environment layout	3	4	12	 Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible - ALL CHILDREN FACING FORWARD Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. Children use the same classroom or area of a setting throughout the day Children at the same desk each day if they attend on consecutive days Access rooms directly from outside where possible Staggering breaks Staggering lunch breaks - KS1 to eat in hall - KS2 children to eat lunch in their classrooms or outside Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Shared Space	3	4	12	 The use of the hall is only for KS1 lunches then kept as the break out space should we need it The use of the computer suite will be strictly timetabled with strict cleaning routines in place All 'Bubbles' year groups will have a designated outside space We will stagger the use of staff rooms and offices to limit occupancy Additional space to be offered if required 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Outdoor space	3	3	9	 Maximise the use of designated outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	Ρ	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Children, parents and carers	4	4	16	 All Stakeholders and any suppliers, will be informed not to enter the school if they are displaying any symptoms of coronavirus Parents to inform the school is anyone in the house is displaying symptoms Ensure parents are aware of recommendations on transport to and from school (including avoiding peak times) and not blocking the road to the school. Ensure all stakeholders understand the 'Drop and Go' and 'Collect and Go' systems in place to avoid groups gathering in or outside the school As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Staff	3	3	9	 Communicate channels open - keep moral up Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Consider the support needs of staff and put in place interventions to support everybody's mental health As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Contractors and suppliers	4	4	16	 Communicate with contractors and suppliers and prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed Contractors on site only with agreed permission of the headteacher for Autumn Term 2020 Suppliers on site only with agreed permission of the headteacher for Autumn Term 2020 As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Entry onto school site for children and families so that they do not come into closer contact than 1m	2	5	10	 Use age appropriate materials to explain and maintain social distancing Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) Promote understanding of the different experiences for our children and young people during lockdown Consider how pupils with specific needs are reintegrated - stagger times of day - introduce shorter day if required Deliver activities that focus on relationships and experiences - discuss emotions and feeling through RE and PSHE Ensure drop off and collection procedures are followed by all parents 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	Ρ	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Entry into classroom for children and teachers so that a 1m social distance is maintained	2	5	10	 Children will go direct to class from the main playground. Teachers will model for pupils how to line up and walk around the school to the outside doors of the classroom Entry to the classrooms will always be via the outside door, so that the washing facilities are directly accessible on entering the classroom Any child or teacher leaving and re-entering the classroom, must wash their hands. Ensure children use hand sanitisers and new outside sinks to reduce queuing As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Cleaning and Hygiene	3	4	12	 Review the arrangements for routine maintenance of the premises Ensure that sufficient handwashing facilities are available. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Ensure that all adults and children: Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Ensure that help is available for children and young people who have trouble cleaning their hands independently Ensure that bins for tissues are emptied throughout the day where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus through hygiene rules not being adhered to	3	5	15	 Parents will be sent guidelines relating to required behaviour Teachers and children will wash hands regularly in class, Teachers will model how to wash hands correctly. Hand Sanitisers installed all around the school -Soap dispensers, paper towels and pedal bins in all classrooms to facilitate regular handwashing New outdoor sinks installed to assist in regular hand washing Monitoring of hand washing will happen with constant reminders throughout the day - monitor use of new outdoor sinks 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus through contact on surfaces	4	5	20	 Surfaces such as door handles toilets, taps, tables, will be cleaned by the cleaning staff each day. Surfaces in the classrooms, such as tables and door handles, will be cleaned by the teachers during the school day Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily The school will be deep cleaned each Friday. 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Cleaners
Spreading of the virus through contact on toys and other EYFS equipment	4	5	20	 As a result: All pupils and staff working with pupils are adhering to current advice Only toys that can be easily washed will be available Large play equipment that cannot be easily cleaned, will not be available Any equipment used will be sanitised each day to reduce contamination EYFS will set out different sets of equipment allowing 7 days between using any equipment again 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading the virus on clothing	4	3	12	 As a result: All pupils and staff working with pupils are adhering to current advice Staff will wear robust, own clothes Children will wear uniform - reminders sent if needed about the need for clean uniform to be worn Parents will be asked not to send their child to school with a coat unless it is raining Children will be required to wear school shoes and have plimsolls in school School bags may be brought to school As a result: All pupils and staff working with pupils are adhering to current advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading of the virus through poor respiratory behaviours	4	5	20	 Parents will be sent guidelines relating to the correct respiratory behaviours - covering cough or sneeze with a tissue, throwing it in the bin, avoiding touching eyes, nose and mouth with unwashed hands. Information will be on the website Posters will be displayed reminding children what to do Teachers will regularly remind children about what to do, and model correct behaviour As a result: All pupils and staff working with pupils are adhering to current Government advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Cleaners

Risk Description	I	Ρ	Risk	Risk Control (s)	Lead for Risk control
			Rating		Activities
Spreading the virus due to poor ventilation in classrooms	4	3	12	 All doors and windows must be left open The time spent in classrooms must be very limited. Children and staff should wherever possible use the outdoor spaces for learning As a result: All pupils and staff working with pupils are adhering to current 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
				Government advice	
Early years and primary age children cannot be expected to remain 1 m apart from each other and staff (Government/publications/preparing for the wider opening of schools from June 1)	4	5	20	 'Bubbles' of children (30 children - 1 teacher and 1 TA minimum) normal classes will be maintained. Each bubble will only mix amongst themselves Break times, and lunchtimes, will only be with the 'bubble' Government guidelines to mitigate this will be followed -A hierarchy of measures should be followed Avoid contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene Regular cleaning of setting Minimising contact and mixing Families and Staff will be expected to continue to practice good social distancing outside of school Staff will provided with PPE - gloves, aprons and face coverings 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading the virus due to sharing of equipment	4	5	20	 Each table (2 children) will have their own equipment - No sharing of equipment with other tables Teachers will not take any books away from school for marking Most feedback will be given verbally - marking will resume in books Shared early years equipment such as climbing frames will be deemed out of use Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily The school will be deep cleaned each Friday. 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	Ρ	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus due to an infected child or adult coming into school when unwell	5	5	25	 FOLLOW LA FLOW CHART ATTACHED AT END OF RISK ASSESSMENT People who feel unwell should stay at home and should not attend work or any education setting. Communicate to staff and parents the importance of following national guidelines in staff briefings, emails and website information. Risk assessment to be shared with staff and parents. Should any staff member, child, or family member of those groups, be tested positive for COVID19, everyone in that group will qualify for testing Any staff member, parent, child or their families, will qualify for testing if they show any symptoms of COVID19. This testing should be done as soon as is possible, so that contact tracing can be done, and all contacts can be informed that they have had contact. In the event of COVID19 being present in any of the 'bubbles', the entire bubble will self-isolate for 14 days. In the event of COVID19 being present in any of the bubbles, the classroom will be shut down, and a full deep clean will take place in line with PHE guidelines 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Risk Description	I	Ρ	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading the virus in shared areas such as the lunch hall	5	4	20	 The Catering staff will provide lunches and minimise contact in the lunch hall - only EYFS and KS1 will eat in the hall - social distancing will apply 'Bubbles' will collect their lunch, in a socially distanced way. Lunches will be eaten in the classrooms, or outdoors, (in bubble groups) for KS2 children Kitchen staff will sanitise all equipment used by staff and children and will wash hall floor daily As a result: All pupils and staff working with pupils are adhering to current Government advice.	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Kitchen staff

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading the virus due to contact at lunch and break times	5	4	20	 Bubbles of children will be kept separate during lunch times and play times. These times will be staggered, or held in different areas of the school so that the bubbles encounter each other. As a result: All pupils and staff working with pupils are adhering to current Government advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Kitchen staff
Spreading the virus due to staff interactions	5	3	15	 All staff must remain at a safe distance from one another Communal areas such as staff rooms used at staff discretion Toilet areas must be approached with caution, particularly taps and door handles Handwashing advice must be followed after using any communal area - photocopier, toilets. As a result: All Pupils and staff working with pupils are adhering to current Government advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Clinically Extremely Vulnerable Staff (shielding letter) or children	5	5	25	 These members of staff and children must not attend school <u>Subject to change when announced 1st August 2020</u> As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers
Staff or children living with a family member who is shielding	5	5	25	 These members of staff and children must not attend school <u>unless social</u> <u>distancing rules can be met -</u> <u>Subject to change when announced 1st August 2020</u> As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers
Clinically Vulnerable Staff or children	5	5	25	 These members of staff and children should work from home where possible. If they cannot work from home, they should be offered the safest available on-site roles, <u>staying 1 meters away from others wherever possible</u>. <u>Subject to change when announced 1st August 2020</u> As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Staff or children living with a family member who is Clinically Vulnerable (Including those who are pregnant)	4	5	20	 These members of staff and can attend school They should stay 1 m away from others They should follow stringent hygiene, including on return to the home. <u>Subject to change when announced 1st August 2020</u> As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers
Poor communication of new rules to all stakeholders	5	3	15	 Proactively teaching new rules to staff, pupils and parents Regularly and rigorously reinforcing behaviour throughout every day Consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules though encouragement and rewards Display posters (annex C of gov guidelines) Make sure information is available on the website Staff reminding others about new procedures As a result: All pupils and staff working with pupils will be adhering to current Government advice	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Kitchen staff Cleaners
Visitors entering the school	5	3	15	 The school will not be open to any visitors Visitors will only be permitted with an agreed appointment All visitors to phone or email the school, and not enter the school site Parents will be asked to phone or email the school, and not enter the office area. Any visitors that urgently need to access the site, will need to do so on their own, and with the permission of the Head teacher or in her absence the Business Manager/Office Manager As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers SLT Business Manager Office Manager
Staff shortages	3	4	12	 Additional TA support is available should there be staff shortages due to illness or union action As a result: The school has sufficient staff to continue with educating the children 	Headteacher Assistant Head Teachers SLT

Risk Description	I	Р	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Staff Wellbeing	4	4	16	 Assess availability and well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding Assess transport arrangements for all staff and parking arrangements as required Availability of supply staff to cover any vacancies or long-term absences Assess impact on individuals from the lockdown and any residual effects Assess staff expectations and any anxiety and perceived inequalities 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
BAME members of the community more adversely effected by the virus	5	5	25	 As a result: The school has sufficient staff to continue with educating the children Non pupil facing roles only, to ensure 1m social distancing can be put in place. Ensure safety for whole school community - due to the nature of our intake and families As a result: All pupils and staff working with pupils will be adhering to current Government advice 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Parents
Member of the school community becomes unwell on site.	5	5	25	 FOLLOW LA FLOW CHART ATTACHED AT END OF RISK ASSESSMENT They should be sent home and then follow the staying at home guidance, and get tested as soon as possible Whilst awaiting collection, they should be moved, if possible to the hall where they can be isolated, with a window opened, or stay 1 m away from others They should use a separate bathroom, which should be cleaned before anyone else uses it In an emergency, call 999 Member of staff who have been with this person do not need to go home unless they develop symptoms but should wash their hands for 20 seconds. As a result: All pupils and staff working with pupils will be adhering to current Government advice	Headteacher Assistant Head Teachers SLT

Risk Description	I	Ρ	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Exiting the school site at the end of the day.	3	5	15	 Parents should enter the site as they do in the morning. Then proceed around the school following the new 'One way' system - staff will be on duty to ensure everyone follows the new system There may be a staggered end to the day to ensure that parents can socially distance Parents wait in the playground away from others Teacher will dismiss to parents from 2:45pm - 3:15pm. Teacher will send children one by one to their parent Parents who arrive after 3:15pm - will be issued a late gate fine Parents must immediately leave the school site in a socially distanced way 	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Parents
Constantly changing information from the Government	4	4	16	 Regularly review this Risk Assessment in line with the latest Government guidelines Communicate any changes to staff, parents and Governors As a result: All pupils and staff working with pupils will be adhering to current Government advice	Headteacher Assistant Head Teachers SLT



Process flowchart: What to do if there is a suspected or confirmed case of COVID-19 in school

(LCRC: 0300 303 0450)

