

COVID-19 Risk Assessment for Schools

Location / Site	
St Joseph's Preparatory School	
Activity / Procedure	
Reopening of School COVID 19 Risk Assessment	
Last Assessment date	
21/04/2021	

Government guidance for schools states:

“The safety of children and staff is our utmost priority.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (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.”

“Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years' settings and schools, we take this into account. Schools should therefore work through the hierarchy of measures set out below:”

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

This Policy will be reviewed weekly and updated as government guidance changes. SLT will monitor new guidance from the DfE daily. Current guidance is **Guidance for schools: coronavirus (COVID-19) updated 30 December 2020**

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom resulting in direct transmission of the virus – Reception and Nursery			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • EYFS will form one separate bubble and not mix with other bubbles in school. • Nursery children will continue to finish at 3:00pm before the main school. • Remove excess furniture and resources to increase space if space to do so • Number of children playing with a resource limited. • Resources and activities planned to reduce shared contact. • Children will be encouraged to maintain distance when sitting on the carpet and not to touch each other. • Encourage use of outdoor playground observing points above. • Staff allowed to stay at adult height – no requirement for getting to child level for interactions • Interactions carried out where possible from a distance • Children stay in the Early Years area for majority of the day and not mix with other groups • Children will only bring in PE kit, water bottle, lunchbox and coat/gloves. These will be stored in a designated area. • Children’s resources to be cleaned throughout the day. • PPE to be used if helping a sick child or when changing a child. 			
<u>Remaining level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the classroom resulting in direct transmission of the virus – Key Stage 1 and Key Stage 2			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • KS1, Lower KS2 and Upper KS2 will form 3 separate bubbles and will not mix with other bubbles in school • Remove excess furniture and resources to increase space if space to do so • Social distancing rules discussed with the children (Include instructions how to line up, physical contact, use of toilets, moving around the classroom etc.) • Resources and activities planned to reduce shared contact considering resources used daily and those used for topics within curriculum planning • Children sat side by side and facing forwards where possible desks in all rooms to be in lines and forward facing • Interactions carried out from a distance and teachers to maintain 2m distance when teaching where possible • 2m area to be marked around teachers' desks. • Staff to wear face covering if working with a child closer than 2m. • Children to use same desk and chair if returning next day • Children stay in the classroom for majority of the day and not mix with other groups • Children will come in PE kit on days when they have PE/Games. Children will only need to bring in coat, water bottle and red school bag. • Children's resources in allocated pencil case • Movement around the school site will be kept to a minimum – children remain in classes and teachers move rooms. Children to use verandas for direct access to playground only P6 / P3 to use back door. 			
<u>Remaining level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • All rooms have had soap and paper towel dispensers fitted • Separate toilets for each bubble • Children to maintain an appropriate distance when visiting the toilets • Use sinks in the classroom to wash hands if possible. • Toilets to be cleaned throughout day • All bins have a lid • Extra Signs in toilet re washing hands • Staff to monitor washing of hands when entering and leaving classrooms • Wedges for the toilet external toilet doors if not fire doors 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing waiting to enter/exit school resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • One way system through school site for drop off and collection. • Parents asked to drop off and collect individually. • Library shelves moved to create extra space in corridors. • Different entrance/exit points for each bubble • Face coverings advised when on site when dropping off and picking up by parents • Staff on duty at nursery gate to supervise before and after school • Parents will only enter school with an appointment and should contact the office by phone or e-mail in advance when visiting the office. • Box outside office door for drop off and collection of any items to be passed on. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Children to wash hands/sanitise before and after each break • Each bubble allocated separate play area: nursery, reception, PP1/2 • Tennis courts divided into half with P3/4 and P5/P6 bubbles • Jungle Gym used by a single class only each day. • Staff supervision with reminders to encourage social distancing • Equipment such as skipping ropes to be kept in bucket with warm water to ensure cleaned and returned after use • Children line up separately when returning to lessons • No Mixed class games or football 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Children to eat in own classrooms with the exception of PP1/PP2 and P3/P4 bubble who will eat in hall. Chairs and tables to be thoroughly wiped down between sittings • Chairs and tables used in hall wiped down before being stored. • Children to wash hands prior to lunch • Tables socially distanced and children not sat face to face • Children to follow seating plan • Hot food delivered to classrooms in City Catering disposable boxes by lunchtime supervisors then handed out by teaching staff. • No sharing of food • Class teachers to eat with bubble and ensure rules followed 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing in the corridors/shared areas resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Staff taking part in home testing regime twice weekly (Mon/Thr) prior to coming into school. Staff made aware of importance of taking part. Staff sign for collecting kits and notify school of results. • All staff to wear face mask when moving through shared communal areas. • Children to remain in own classrooms and use their allocated toilets only • Teachers to move between classrooms • All classes with verandas to use these as access points and avoid using main entrances • Staff and children to avoid stopping in corridors • Assemblies to take place in class with single bubble using hall at any one time • Computers stored in hall and only used by single class each day, wiped down before and after use and collected individually by children • Library shelves moved and out of general use to widen corridor 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Contact of shared resources resulting in indirect transmission of the virus			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Resources that are shared between bubbles, such as sport, art and science equipment will be cleaned frequently and meticulously., or left unused and out of reach for 48 hours (72 hours for plastics). • Classroom based resources can be used and shared within the bubble and will be cleaned regularly. • Children to bring own pencil case and equipment not to be shared • Returned reading books quarantined 48 hours before being returned to shelves • Children to avoid bringing in unnecessary equipment and wear PE kit when necessary to avoid changing and bringing games bags • Tables, chairs and handles disinfected every night • Soft toys and furnishings to be avoided wherever possible • Sanitiser available next to photocopiers and on entrance to staff room • Staff to clean cutlery/crockery before and after use and wipe down any surfaces used including water boiler, microwave, toaster etc • Maximum of 2 staff in staffroom – mobile room to be available as extra space 			
<u>Remaining level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the children			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • RE period with form teacher last lesson on Friday to review the week. • Assemblies, Hymn Practice and Success Assembly to continue within bubbles / classes • PSHE curriculum to focus on children’s emotional wellbeing. • Use of brain gym to break up teaching periods where children would normally be moving between lessons. • Full curriculum to include PE, Games, Dance to ensure plenty of physical activity. • Staff to be mindful of potential difficulty adjusting back to school routine and to communicate closely with parents particularly with regards to homework. • Attendance to be monitored • Comfort to be given at adult height (this may not always be practicable in EYFS) 			
<u>Remaining level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Emotional distress of the staff – including anxiety			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ul style="list-style-type: none"> • Weekly meetings to include amendments to risk assessments and staff feedback • PPE available to all staff, visors, facemasks, gloves, aprons • Support signposted to all staff • Additional space made available apart from staff room with space to socially distance • PPA has been increased by ½ hour • Staff have home test kits and tested twice weekly 		
<u>Remaining level of risk</u>			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Hand sanitiser located in entrance to school and staff room • Soap and towel dispensers installed in all classrooms • Increased stock held of cleaning/sanitary products • Regular handwashing regime throughout the school day • Posters in sink areas on effective handwashing • Adopt the ‘catch it, bin in it, kill it’ approach ensuring tissues and bins are available throughout school. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Cleaning procedure for domestic staff focusing on high risk areas: • All surfaces, handles, toilets and shared equipment will be cleaned each day using disinfectant • PPE will be available to all cleaning staff • Where possible resources will be rotated and quarantined 48 hours to reduce the risk of indirect transmission • Soft furnishings and soft / cloth toys will be removed from use in classrooms • Children to use own desk throughout day • Staff to clean desks when moving to new room 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable can come to school provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • All staff permitted to wear PPE when in school if they wish • All staff • Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute • Additional measures put in place to isolate the school office to protect staff • If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during PE and Physical Activity resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • To take place outdoors where possible and within bubbles • Handwashing regime followed before and after lessons • Children to come in kit on days where needed to avoid changing / brining in extra bags • Non-contact drills and practice rather than competitive games in team sports • All equipment thoroughly disinfected or quarantined before and after use • Where PE & Games is taught in the hall staff to wear appropriate face coverings 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection during extra-curricular provision			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • Schools should carefully consider how they can make such child care provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. • Aftercare will take place outside whenever practicable and in the mobile/resource room when not • New gate at the back of mobile will be used for collections to avoid excessive use of the office or mixing of clubs being dismissed from nursery playground. • Mobile and resource room sectioned to accommodate different bubbles and children only to sit with those from their own bubble. • Joe's club staff and staff taking extracurricular clubs to undertake additional cleaning of room and follow other COVID procedures as outlined in this risk assessment regarding resources and activities • Extracurricular clubs to operate in Bubbles or individual classes only. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE


COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection from/to visiting staff and Visitors			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ul style="list-style-type: none"> • Visitors to sign in at office and be informed of protocols and control measures in place • Peripatetic staff to use the mobile classroom for teaching and avoid using the main building where possible • Other than regular peripatetic music and sports staff, Parish Priest and essential maintenance all visitors must be authorised by the Head or Deputy Head • Visitors asked to wear PPE where appropriate whilst in school. • All equipment thoroughly disinfected or quarantined before and after use • Governors meetings to be carried out virtually 		
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection spreading and failing to manage a confirmed case or outbreak			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ul style="list-style-type: none"> • School to contact DfE Coronavirus helpline 0800 046 8687 option 1 in the event of a confirmed positive case and pending referral to PHE. • School to follow guidance and advice from local health protection team • School and parents to engage with NHS track and Trace and follow their guidance • Track and Trace QR scanner code posters in entranceways • Parents issued guidance and flowchart signposting action to be taken if possible Coronavirus case and confirmed case. 			
Remaining level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE

COVID-19 Risk Assessment for Schools

Name of assessor	Signature of assessor	Date
Daniel Hood		21/04/2021

Name of manager	Signature of manager	Date
- approved by FGB		
