



OUR LADY OF GRACE CATHOLIC ACADEMY SCHOOL ROUTINES RISK ASSESSMENT



EMPLOYER	Our Lady of Grace Catholic Academy Trust
LOCATION	St Francis' Catholic Primary School
ACTIVITY	COVID school routines
DATE	January 2021
COMPLETED BY	Natasha Scott/Hariet Kempster
SIGNATURE	
ROLE	Head Teacher, SBM/Health & Safety Lead

Likelihood

5	M	M	H	H	H
4	M	M	M	H	H
3	L	M	M	M	H
2	L	L	M	M	M
1	L	L	L	M	M
0	1	2	3	4	5

Severity

Long term controls for generic risk assessments

Risk assessments reviewed annually by all staff
All staff to sign/email to acknowledge that they have read risk assessments
Risk assessments overview included as part of staff induction
Staff to report any health and safety issues to the office
Staff to highlight new equipment/activities that require assessment
Individual risk assessments reviewed following accident/incident
All accidents to be reported and accident forms completed
18 qualified First Aiders
18 qualified Paediatric First Aiders

Key to Matrix

Severity	Likelihood of harm
1. Negligible	1. Very low/improbable
2. Minor Injury	2. Low/possible/remote
3. Major Injury	3. Medium/occasional
4. Single Death	4. High/frequent/probable
5. Multiple Death	5. Very high/certainty

GENERIC RISK ASSESSMENT – COVID SCHOOL ROUTINES

Hazard Description	Persons Affected/ Who is at risk	Risk Consequence (resulting harm)	Risk Rating Severity x Likelihood	Control Measures	Reduced risk rating Severity x Likelihood	Risk Rating L,M,H
<p>1 Due to self-isolation, shielding and illness, there is a risk of staff shortages to safely deliver education/care to specified year groups</p>	<p>Parents and children</p>	<p>School unable to operate safely</p>	<p>5 x 4 = 20</p>	<p>School aware of health issues of staff and their families</p> <p>Individual risk assessments conducted on an ‘as required’ basis</p> <p>If decreased staffing levels do not allow for the safe opening of the school to critical worker/vulnerable children affected bubbles and/or school will close until staffing levels improve</p> <ul style="list-style-type: none"> ✓ Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation (if this staffing ratio is not in place then parents may be advised that the bubble and/or school will have to close) ✓ Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. <p>Including at least one of the following:</p> <ul style="list-style-type: none"> ● First Aider/Paediatric First aider (where children under 3yrs) ● Designated Safeguarding Lead (DSL) ● Caretaker/site member ● Cleaner ● Office staff member <p>Plans to respond to increased sickness levels are in place.</p>	<p>4 x 2= 8</p>	<p align="center">M</p>

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Hazard Description	Persons Affected/ Who is at risk	Risk Consequence (resulting harm)	Risk Rating Severity x Likelihood	Control Measures	Reduced risk rating Severity x Likelihood	Risk Rating L,M,H
2 High proportion of BAME staff at higher risk of infection leads to greater staff shortages	BAME staff and colleagues	School unable to operate safely/ Infection/respiratory issues/death	5 x 4 = 20	<p>Staff given instruction on what to do if they or someone in their household experiences symptoms</p> <p>Individual risk assessments conducted on an 'as required' basis</p> <p>School has signposted suggested sources of support to all staff</p> <p>Staff in the BAME group will be assessed as being in the 'clinically vulnerable' group due to the lack of scientific evidence.</p> <p>BAME staff will have a one to one discussion if required and provision will be made to ensure that strict social distancing measures are followed.</p>	4 x 2= 8	M
3 Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning	Cleaning staff, colleagues, children, visitors	Infection/respiratory issues/death	5 x 4 = 20	<p>Pupils divided in to phase group bubbles i.e. Nursery & Reception, Years 1&2, Years 3&4 & Years 5&6.</p> <p>Enhanced cleaning regimes in place using specialist cleaning materials. Contact points – door handles, push plates on doors, taps in kitchen and play areas cleaned twice a day by cleaner.</p> <p>Cleaning materials provided in photocopier areas and empty Year 1 class (which is the isolation area for suspected cases). End of day additional cleaning of computer equipment and toys used during the day</p> <p>Cleaning schedules displayed and monitored by office staff. Cleaning schedules displayed in all rooms. Staff to initial, time and date schedule after cleaning.</p> <p>Lunchtime tables cleaned by TA/Midday after class/year group has finished eating.</p>	3 x 1 = 3	L

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				Lunchtime/PE equipment allocated to each bubble and cleaned at the end of each the week. Equipment to remain for bubble use only Supplies monitored to ensure no shortages Staff aware of all procedures and risk assessments All relevant local authority and union advice adhered to		
4 Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections	Parents and pupils	Infection/respiratory issues/death	5 x 4 = 20	Regular contact with parents by telephone/text/newsletter/face to face Parents/pupils informed that they must not enter the school if they are displaying any symptoms Arrangements for one-way system sign posted Parents/pupils reminded to follow government guidance on travelling safely and hygiene practices	4 x 2 = 8	M

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Hazard Description	Persons Affected/ Who is at risk	Risk Consequence (resulting harm)	Risk Rating Severity x Likelihood	Control Measures	Reduced risk rating Severity x Likelihood	Risk Rating L,M,H
5 Exposure to COVID 19	Colleagues, Children, Visitors	Infection/respiratory issues/death	5 x 4 = 20	<p>Reducing face-to-face contact between staff, parents and visitors by:</p> <p>Discouraging parents dropping off or picking up their children from gathering at the school gates.</p> <p>School gates opened at 8:40 am</p> <p>All parents required to wear a face mask on the school premises</p> <p>Parents encouraged to practice social distancing before and after school on playground.</p> <p>One way systems for entrance and exit from playground</p> <p>Protective screen in the office</p> <p>A queuing system for parents for admittance to office/social distancing. One person in the Office at any one time.</p> <p>Encouraging contact by phone / email</p> <p>Observing the 1-metre plus distancing rule for any face-to-face meetings on site</p> <p>Observing visitor protocol at all times.</p> <ul style="list-style-type: none"> • Visitors to use hand sanitiser when coming into school. • Visitors are asked not to enter the premises if displaying symptoms of COVID-19 	4 x 2= 8	M

GENERIC RISK ASSESSMENT – COVID SCHOOL ROUTINES

				<ul style="list-style-type: none">• No handshaking with visitors• Visitors to follow 1 metre+ social distancing• Meetings to take place in a ventilated room		
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<p>Exposure to COVID 19</p>	<p>Colleagues, Children, Visitors</p>	<p>Infection/respiratory issues/death</p>	<p>5 x 4 = 20</p>	<p>Minimising contact and mixing between groups of staff and pupils by: Divide children into phase group bubbles.</p> <p>Allocation playground space and times for each group</p> <p>Increased hand washing at the start of the day, after play times, hand sanitising before lunch and hand washing after lunch.</p> <p>Increasing outdoor activities such as PE.</p> <p>Lunchtime for all from 11:30 – 12:30 with the following places in use:</p> <ul style="list-style-type: none"> • EYFS Field • Quiet area • KS1 playground • KS2 playground <p>Classrooms arranged with sitting positions facing forward, where possible.</p> <p>Reduced staff in staff room – no more than 15, to encourage social distancing.</p> <p>Consistent groupings of staff/pupils wherever possible with no mixing</p>	<p>4 x 2= 8</p>	<p>M</p>

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<p>6. Exposure to COVID 19 (including new variant Covid-19)</p>	<p>Colleagues, Children, Visitors</p>	<p>Infection/respiratory issues/death</p>	<p>5 x 4 = 20</p>	<p>Social distancing in school office and communal spaces</p> <p>Reminding staff not to share workstations, telephones or other equipment unless properly sanitised staggering break/lunch time space</p> <p>Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing. Classes to line-up as marked on the playground observing social distancing</p> <p>Staggered use of staff rooms/office</p> <p>Staff in school and pupils encouraged to take weekly tests to better identify asymptomatic cases as follows:</p> <ul style="list-style-type: none"> • Book a rapid test by emailing rapidcovidtest@newham.gov.uk to book to attend one of the Newham 30 minute rapid test sites. • www.nhs.uk/ask-for-a-coronavirus-test or call 119. • Ignore the message on front page (that says tests are only for people with symptoms) and click ‘Start now’ • Click ‘Essential worker’ if you are a school/college staff member, click no if you are a student • Click ‘No symptoms’ • Click ‘yes’ – taking part in community testing • Click ‘The person is taking part in community testing’ • Complete the registration form, press ‘confirm and continue’ ‘Your local council has asked you 	<p>4 x 2= 8</p>	<p>M</p>

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				<p>(or someone you live with) to get a test'</p> <p>All staff to wear face masks when social distancing is not possible and in communal areas</p> <p>Monitoring</p> <p>Management checks to be undertaken each day on the control measures in place and reported back to the head teacher</p> <p>Staff asked to suggest improvements to health and safety protocols and report any breaches they have witnessed</p> <p>All relevant DfE and union advice monitored and procedures updated accordingly</p>		
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This document should be reviewed in line with the following school policies/risk assessments	
Health and Safety	Safeguarding, Early Help and Child Protection
Staff Handbook	Staff Code of Conduct including confidentiality
First Aid and Supporting Pupils with Medical Conditions	
COVID cleaning routines	