



**OUR LADY OF GRACE CATHOLIC ACADEMY**  
**SCHOOL ROUTINES RISK ASSESSMENT**



<b>EMPLOYER</b>	Our Lady of Grace Catholic Academy Trust
<b>LOCATION</b>	Heaven Sent Day Nursery
<b>ACTIVITY</b>	COVID school routines
<b>DATE</b>	March 2021
<b>COMPLETED BY</b>	Natasha Scott/Hariet Kempster/Marie Wade
<b>SIGNATURE</b>	
<b>ROLE</b>	Head Teacher, SBM/Health & Safety Lead, HSDN Manager

**Likelihood**

<b>5</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>	<b>H</b>
<b>4</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>	<b>H</b>
<b>3</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>	<b>H</b>
<b>2</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>	<b>M</b>
<b>1</b>	<b>L</b>	<b>L</b>	<b>L</b>	<b>M</b>	<b>M</b>
<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

**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
2 qualified First Aiders
3 qualified Paediatric First Aiders

<b>Key to Matrix</b>	
<b>Severity</b>	<b>Likelihood of harm</b>
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><b>1 Due to self-isolation, shielding and illness, there is a risk of staff shortages to safely deliver education/care to specified year groups</b></p>	<p>Parents and children</p>	<p>School unable to operate safely</p>	<p><b>5 x 4 = 20</b></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"> <li>✓ 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)</li> <li>✓ Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</li> </ul> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>● First Aider/Paediatric First aider (where children under 3yrs)</li> <li>● Designated Safeguarding Lead (DSL)</li> <li>● Caretaker/site member</li> <li>● Cleaner</li> <li>● Office staff member</li> </ul> <p>Plans to respond to increased sickness levels are in place.</p>	<p><b>4 x 2= 8</b></p>	<p align="center"><b>M</b></p>

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<p><b>2 High proportion of BAME staff at higher risk of infection leads to greater staff shortages</b></p>	<p>BAME staff and colleagues</p>	<p>School unable to operate safely/ Infection/respiratory issues/death</p>	<p><b>5 x 4 = 20</b></p>	<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>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>	<p><b>4 x 2= 8</b></p>	<p align="center"><b>M</b></p>
<p><b>3 Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning</b></p>	<p>Cleaning staff, colleagues, children, visitors</p>	<p>Infection/respiratory issues/death</p>	<p><b>5 x 4 = 20</b></p>	<p>Pupils divided in to phase group bubbles i.e. HSDN/ Nursery &amp; Reception</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. 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 <b>by the staff in the nursery</b></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 staff when children have finished eating.</p> <p>Equipment to remain for bubble use only</p> <p>Supplies monitored to ensure no shortages</p>	<p><b>3 x 1 = 3</b></p>	<p align="center"><b>L</b></p>

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				<p>Staff aware of all procedures and risk assessments</p> <p>All relevant local authority and union advice adhered to</p> <p>A formal reopening premises inspection has been undertaken by the Site Supervisor and School Business Manager</p> <p>Premises staff levels have been assessed for the reopening. If there is sudden absence amongst the premises team the absence cover arrangements will be reviewed</p>		
<p><b>4 Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections</b></p>	<p>Parents and pupils</p>	<p>Infection/respiratory issues/death</p>	<p><b>5 x 4 = 20</b></p>	<p>Regular contact with parents by telephone/text/newsletter/face to face</p> <p>All parents required to wear face mask/covering while on the premises</p> <p>Parents/pupils informed that they must not enter the school if they are displaying any symptoms</p> <p>One-way system sign posted</p> <p>Parents/pupils reminded to follow government guidance on travelling safely and hygiene practices</p> <p>If someone who has attended school has tested positive for coronavirus (COVID-19) we must take swift action and contact Public Health England NHS Business Services via the DfE Coronavirus helpline (0800 046 8687 and selecting option 1). [This team will also contact schools directly if they become aware that someone who has tested</p>	<p><b>4 x 2 = 8</b></p>	<p align="center"><b>M</b></p>

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				<p>positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.]</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The team will guide the school through the actions they need to take. Based on the advice from the team, people who have been in close contact with the person who has tested positive must go home, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul>		

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5 Exposure to COVID 19	Colleagues, Children, Visitors	Infection/respiratory issues/death	5 x 4 = 20	<p><b>Reducing face-to-face contact between staff, parents and visitors by:</b></p> <p>Discouraging parents dropping off or picking up their children from gathering at the nursery gates.</p> <p>Parents encouraged to practice social distancing before and after school on playground.</p> <p>Continuing one way systems for entrance and exit</p> <p>Installation of a protective screen in the office</p> <p>A queuing system for parents for admittance to office/social distancing. <b>Two people in the school office at any one time.</b></p> <p>Encouraging contact by phone / email</p> <p>Observing the <b>2-metre</b> plus distancing rule for any face-to-face meetings on site</p> <p><b>Observing the 2-meters distancing rule for any face-to-face meetings on site</b></p> <ul style="list-style-type: none"> <li>• <b>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual ensuring they follow the school’s visitor protocol at all times:</b></li> <li>• <b>Visitors to have a face covering/mask for walking around the school’s communal areas and to use in situations where they cannot be socially distant from school staff</b></li> <li>• <b>Visitors to use hand sanitiser when coming</b></li> </ul>	4 x 2= 8	<b>M</b>

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				<p>into school.</p> <ul style="list-style-type: none"><li>• Visitors are asked not to enter the premises if displaying symptoms of COVID-19</li><li>• No handshaking with visitors</li><li>• Visitors to follow 2 meters social distancing</li><li>• Meetings to take place in a ventilated room</li></ul> <p>For those who enter the school reception, protective screen in place to reduce risk to school staff and visitors</p>		
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<b>Exposure to COVID 19</b>	Colleagues, Children, Visitors	Infection/respiratory issues/death	5 x 4 = 20	<p><b>Minimising contact and mixing between groups of staff and pupils by:</b></p> <p>Dividing children into phase group bubbles.</p> <p>Allocation playground space and times for each group</p> <p>Increased hand washing at the start and end of the day, hand sanitising before lunch and hand washing after lunch.</p> <p><b>Increase the use of the outdoor space where possible</b></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 minimal mixing</p> <p><b>Rooms are to be well ventilated and a comfortable teaching environment is maintained. Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so</b></p> <p><b>To balance the need for increased ventilation while maintaining a comfortable temperature: opening high level windows in colder weather in preference to low level to reduce draughts; increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused); rearranging furniture where possible to avoid</b></p>	4 x 2= 8	<b>M</b>



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				<p>direct draughts</p> <p>Staff can continue to operate across different bubbles – maintain social distancing as best as possible and maintain strict hygiene measures such as hand washing.</p>		
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<p><b>6. Exposure to COVID 19 (including new variant Covid-19)</b></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. Children and staff to line-up as marked on the playground observing social distancing</p> <p>Staggered use of staff rooms/office</p> <p>Staff in school encouraged to take weekly tests to better identify asymptomatic cases as follows:</p> <ul style="list-style-type: none"> <li>Staff in school to participate in the weekly lateral flow tests at home on Monday morning and Thursday morning. Positive results to be reported to Natasha. If you have not taken the tests for any reason on the agreed dates please let Harriet know. Staff also need to report test results at <a href="https://www.gov.uk/log-test-site-covid19-results">https://www.gov.uk/log-test-site-covid19-results</a> If you have a void test then take another test, however if you have two void tests arrange for a PCR test immediately. More information about testing in schools can be found <a href="https://www.youtube.com/watch?v=S9XR8RZxKNo&amp;list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ">https://www.youtube.com/watch?v=S9XR8RZxKNo&amp;list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ</a> and on the Google Drive at : <a href="https://drive.google.com/drive/u/0/folders/1iZFL8VlcBaSV8ckTAUMLL81SPvf5-Y4">https://drive.google.com/drive/u/0/folders/1iZFL8VlcBaSV8ckTAUMLL81SPvf5-Y4</a></li> <li>All staff to wear face masks unless exempt when social distancing is not possible (or someone you live with) to get a test</li> </ul> <p>All staff to wear face shields when social distancing is not possible</p>	<p>4 x 2= 8</p>	<p><b>M</b></p>

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				<p><b>Monitoring</b></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>Relevant DfE and union advice monitored and procedures updated accordingly</p>		
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<b>This document should be reviewed in line with the following school policies/risk assessments</b>	
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	