

## St James the Great Catholic Primary School Risk Assessment



Activity	Beginning of the Academic Year – September 2021
Assessment date	August 2021
People potentially at risk	Employees, Children, Visitors, Contractors, Parents/carers

Return to school procedures have been put in place following careful consideration. Although the number of hospital admissions and fatalities has reduced significantly following the success of the National Vaccination Programme, not all members of the school community are vaccinated.

From 16<sup>th</sup> August those who are double jabbed and under 18s identified as close contacts of positive coronavirus (COVID-19) cases are advised to get a free polymerase chain reaction (PCR) test as soon as possible. They will no longer be legally required to self-isolate.

However, anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status or age in order to break onward chains of transmission. It remains the case that anyone who develops COVID-19 symptoms should self-isolate and get a PCR test, and remain in isolation until the result comes back.

Furthermore, the requirement for children to be kept in 'bubbles' will end for all children under 18,. Social distancing will no longer be necessary, and schools will not need to stagger start and finish times.

Regular testing remains critical to controlling the virus as these restrictions are lifted. ease. As stated above anyone with symptoms should take a PCR test to find out if they have the virus but it also allows for new variants to be detected. Alongside PCR testing for anyone with symptoms or who is a close contact, everyone in England is encouraged to take up the government's offer of free, twice-weekly rapid testing to find additional cases among people who do not have symptoms.

No visitors/staff/children/families/contractors can enter the building if they have symptoms. People who are ill must stay at home. They should follow 'stay at home guidance'. If a child or adult becomes unwell and is waiting to be collected, they should be kept in a room on their own (or supervised depending on their age) with the door closed and a window open

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Close transmission of virus through close contact			
<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"> <li>▪ Grouping children together in class groups wherever possible.</li> <li>▪ Teacher and TA assigned to particular groups</li> <li>▪ Wherever possible children to stay in the classroom for lessons and do not mix with other groups of children whilst inside the school building.</li> <li>▪ Dedicated toilet system to remain.</li> <li>▪ Staff to remind and supervise health and hygiene arrangements e.g. handwashing, tissue disposal, toilet flushing.</li> <li>▪ Proactively informing parents of protocols through letters on the website.</li> <li>▪ Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches more regularly than normal</li> <li>▪ No changing of clothes (PE kits) in school. PE days for each key stage in place.</li> <li>▪ Class room doors propped open, and rooms to be well ventilated by window kept open.</li> <li>▪ Limit children/staff taking things home and then back to school.</li> <li>▪ Tables and other surfaces cleaned every night</li> <li>▪ Door handles cleaned after school begins, mid-morning, after lunch and at the end of the day for the children.</li> <li>▪ Children encouraged to wash hands at regular intervals.</li> <li>▪ Risk assessments of SEND children and reduced timetable if SEND children are unable to understand social distancing.</li> <li>▪ Disposable gloves/ face masks for First Aid which needs 121 close contact.</li> <li>▪ Bins emptied throughout the day if necessary.</li> </ul>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 movement around site.			
<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"> <li>• Allocated toilets for different groups of children.</li> <li>• Agree instructions with children concerning going and returning to toilet.</li> <li>• Clear instructions for washing hands visible.</li> <li>• Wedges for the toilet external toilet doors if not fire doors.</li> <li>• Extra soap and hand towels ordered.</li> <li>• Stock levels to be monitored every other day during term time.</li> <li>• Adult supervision of toilet areas/corridors.</li> <li>• Children staying in their classroom and accessing playground from classroom door.</li> <li>• Clean surfaces that children are touching, such as sinks, toilets, light switches more regularly than normal.</li> <li>• Messages to office during school day – only when this is urgent (TA).</li> <li>• PE lessons – children wear PE Kits to school on PE days.</li> <li>• Assemblies to remain key-stage only to reduce the number of children in the hall in any one time.</li> </ul>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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 site and classroom in morning resulting in direct transmission of the virus as well as times beyond the school day.			
<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"> <li>• Parents Y1-6 to drop off at main gate at the start of the day Outer Gate open from 8:45 inner gate from 8:50.</li> <li>• YN parents allowed to drop off directly at the entrance and YR parents to escort to playground only.</li> <li>• Gate to be opened at 3.10 for Nursery parent to collect children at 3:20 at class gate; remainder of parents can wait inside inner gate from this time. <ul style="list-style-type: none"> <li>○ Car park thoroughfare of one way system to remain in place at end of the day</li> </ul> </li> <li>• Gate to open early at 8.45am to stagger arrival for Y1-6.</li> <li>• Parents to remain off site (no personal callers)</li> <li>• Children to wash their hands immediately on arrival.</li> <li>• No gathering of parents at school gates.</li> <li>• Clear Instructions shared re social distancing with parents and children through letters and website.</li> <li>• Staff to be on duty to supervise (at a distance from parents)</li> </ul>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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			
<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"> <li>• Staggered playtimes, Key stage, to remain with free flow within play space.</li> <li>• Adult lead lines of children from playspace.</li> <li>• Children who have had limited opportunities for exercise should be encouraged to exert themselves at break times.</li> <li>• Staff supervision throughout</li> <li>• Water fountains to remain turned off and children to know to use own water bottle which will be supervised by staff when re-filling.</li> <li>• Clean surfaces that children are touching, such doors, sinks, toilets, light switches more regularly than normal.</li> <li>• Staff rota to be established for supervision over lunchtime so that each class has an adult supervising playground and lunch hall.</li> <li>• Plastic gloves should be worn by staff in the lunch hall.</li> </ul>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Safety, Well-being and hygiene protocols staff / adults – including Contractors			
<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"> <li>• Reviewing any well-being issues affecting staff and keeping these under review with signposting for those who might benefit.</li> <li>• Teaching and non-teaching staff will be provided with twice-weekly flow tests for use at home if requested. This includes permanent, temporary and voluntary school staff.</li> <li>• Risk assessments reviewed; office, EYFS, etc</li> <li>• Staff rota for supervision of children over lunchtime to be established in each class team</li> <li>• Thermal cups provided for each staff member for hot drinks to avoid over crowding in staff room.</li> <li>• Cleaning of staff room between occupancy</li> <li>• All contractors (food, cleaning, maintenance etc) to be aware of expectations and protocols.</li> <li>• Hygiene supplies for staff to be monitored.</li> <li>• Visitors to site: Only if necessary eg, post, for Health and Safety reasons, repair and maintenance or by prior appointment</li> <li>• When administering medical supplies to children e.g. asthma pump plastic gloves should be worn.</li> </ul>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Breakfast and After School Club	
Maintaining social distancing and limiting contact from those outside the community			
<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	
<ol style="list-style-type: none"> <li>1. Limiting number of children in BC to 18.</li> <li>2. Limiting parents of BC on entering site</li> <li>3. End of BC session will be at 8.45am when children go to class, allowing additional 15 minutes of cleaning.</li> <li>4. Washing hands routine to be established for BC on entering the school and at 8.40am.</li> </ol>			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Shared with teaching staff and when?		Shared with support staff and when?	
Week beginning 3/9/21		Week beginning 3/9/21	
		Shared with office and site staff and when?	
		Week beginning 3/9/21	