



St Joseph's Catholic Primary School COVID-19 Risk Assessment

Preamble

This risk assessment has been developed and written in consultation with staff, governors and union representatives; with advice from Diocese of Westminster and Ealing Local Authority. It is a working document and will be updated systematically when new information becomes available.


Most adults who become infected with COVID-19 will experience unpleasant symptoms such as a fever and cough but are unlikely to become severely ill. Children who become infected rarely show any symptoms and are very unlikely to experience severe illness. However, both adults and children who have contracted COVID-19 are able to infect others.

It follows therefore, that there is a greater risk through adult to adult transmission and child to adult transmission than child to child transmission. This risk assessment looks to reduce risk as much as possible.

The following on-going actions for staff and children greatly reduce the likelihood of COVID-19 transmission:

- Washing hands frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available
- Coughing or sneezing into tissues before binning them
- Avoiding touching the eyes, nose or face
- Cleaning and disinfecting regularly touched surfaces and objects using cleaning products
- Ensuring that if staff (or anyone in their household) or children (or anyone in their household) develop symptoms of COVID-19, they stay at home and follow guidance on self-isolation
- Ensuring that staff or children at higher risk of illness from COVID-19 because they are extremely clinically vulnerable are supported to stay at home
- Following government advice and guidance

Changes made to reflect further controls due to the new virus variants and January 2021 national lockdown.

School: St Joseph's Catholic Primary School		School address: York Avenue, Hanwell, London W7 3HU		Review date: 26.5.2020 Governor working party 1.6.2020 Staff and union review 2.9.2020 Staff and union review Dynamic document which will be reviewed and updated systematically				
Assessment Date: 1.6.2020		What/who is being assessed? Biological hazard - COVID-19 within St Joseph's Catholic Primary School						
Name of Assessor: Julian Rakowski Responsible person for actions: Julian Rakowski		Have staff been consulted in RA? Yes/No		Headteacher approval: Chair of Governors approval:		Date: 1.6.2020 Date: 1.6.2020		
Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I <10 = Low 10-19 = Medium 20-30 = High

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Prior to 30 th March 2021	Clinical risk to people from COVID-19	Staff and children	<p>Staff identified who cannot return to school but can work from home</p> <p>Children identified who cannot return to school but can learn from home</p> <p>Leaders to be up to date with local testing, track and isolating programmes</p> <p>Leaders get updated about coronavirus local hotspots</p> <p>Lateral Flow Device tests available for all staff to utilise. Take tests Tuesday and Friday evenings and report results to NHS and headteacher.</p>	<p>Identify all staff and children who are extremely clinically vulnerable/shielding.</p> <p>'Extremely clinically vulnerable' children and staff should follow the advice of their doctor.</p> <p>BAME staff continue to be given option not to work with the youngest children.</p> <p>Now to follow Coronavirus (COVID-19) contingency framework for education and childcare settings.</p>	HLT Prior to 30.3.2021			

<p>Early Morning Drop-Off</p>	<p>Clinical risk to people from COVID-19</p>	<p>Staff and children (only available to children of critical workers or vulnerable children)</p>	<p>Temperature checks on entry Hand sanitise on entry to school and classrooms Wash hands in classrooms Children keep to their year group bubbles in the hall and outside Supervising adults maintain social distancing</p>	<p>Wet weather procedure is to bring children into hall and sit them in Year group bubbles. If bubbles get too big and unmanageable, Phase bubbles will be introduced with year group bubbles within but still maintaining social distancing between bubbles. Yrs R and Yr 1 in Infant hall Yrs 2 and 3 in Dance Studio Yrs 4, 5 and 6 in Junior hall</p>	<p>HLT/Staff</p>			<p>(2X3) +3 = 9 (Low)</p>
--------------------------------------	----------------------------------------------	---------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------	--	--	--------------------------------------------------------

Entering the school	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Continue with staggered drop-off times through different gates for children of critical workers or vulnerable children only: NR 8.45am NS 12.15pm through Nursery gate Reception 9am through main Infant gate Year 1 8.45am through end Infant gate Year 2 9am through Recycling gate Year 3 8.45am through Junior gate Year 4 8.45am through Recycling gate Year 5 9am through Office entrance Year 6 9am through Junior gate Queuing outside - 2m distancing marked on ground Parents not to enter school grounds Children to enter directly into classrooms Visitors by appointment only	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings or schools. Staff wear face covering/PPE on gate duty. Staff to measure temperature of children on entry at gates. On entry to school all staff, children and visitors hand sanitise/wash their hands with soap and water for at least 20 seconds. Visitors to be kept to a minimum and should be managed so that social distancing and protective measures are explained on or before arrival. A record should be kept of all visitors to enable tracking.	Staff	2	3	(2X3) +3 = 9 (Low)
---------------------	-------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	---	---	--------------------------

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Social distancing - Early Years and Reception	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Avoiding contact with anyone with symptoms. Staggered start and finishing times. Children and staff are in year group bubbles of children of critical workers or vulnerable children Display social distancing posters at all entrances.	Children to be taught in their year group bubbles, no more than 15 children in a bubble. If more than 15 children, another classroom must be used. Social distancing between children in these settings is more difficult to achieve. EYFS aged children are not expected to stay apart, but where they can be kept 1m+ from staff, they should be. Staff to keep to 2m apart. Staff/child ratios within Early Years Foundation Stage (EYFS) continue to apply. Minimise contact with individuals who are unwell. Hand sanitise/Clean hands thoroughly and regularly - when arriving at school, when returning from breaks, before and after eating. Pupils with complex needs may need help to sanitise/clean their hands properly. Promote new 'Hands, Face, Space' slogan but remembering 'catch it, bin it, kill it' approach. Ensure sufficient number of tissues and bins are available. Continue with enhanced cleaning -	HLT Staff	3	3	(3X3) +3 = 12 (Medium)

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
				including cleaning frequently touched surfaces often, using standard products such as detergents.				
Social distancing – Yrs 1 and 2 Yrs 3, 4, 5 and 6	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Avoid contact with anyone with symptoms Class groups to minimise contact with peer classes, but keep to year group bubbles. Display social distancing poster at all entrances	Classes sizes will be no more than 15 children. If there are more than 15 children, another classroom must be used or separating door opened. Social distancing between children in these settings is still difficult to achieve. Staff to try to keep to 1m+ from the children.	HLT Staff	Yrs 1 and 2 -3 Yrs 3, 4, 5 and 6 - 2	3	Yrs 1 and 2 (3X3) +3 = 12 (Medium) Yrs 3, 4, 5 and 6 (2X3) +3 = 9 (Low)
Moving around school	Biological hazard COVID-19		Moving in school Fire evacuation drills – all classes to practice drills in first week back to familiarise children with exits	One-way circulation in Middle Phase and Upper Phase staircase. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Avoid multiple groups queuing in same shared areas/ narrow corridors etc.	Staff	2	3	(2X3) +3 = 9 (Low)

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Cleaning and Hygiene	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Frequent hand sanitising/ washing Daily cleaning of classrooms and equipment Remove unnecessary items from rooms Keep spaces well ventilated using natural ventilation Display hand sanitising/washing poster at all entrances Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Lock unused classrooms to allow cleaners to focus on used areas.	One cleaner employed full time to clean common surfaces, doors, toilets continually throughout school. Clean surfaces that children and young people are touching, such as toys, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal No sharing of any equipment Children have their own trays of equipment Ensure soap, sanitiser and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Hand sanitiser provided at key points in school. Tissues will be provided for classrooms. Staff to replenish as needed. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.	HLT Staff Site managers	2	3	(2X3) +3 = 9 (Low)

Classrooms	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome symptoms, and, in rare cases, even death	Tables and chairs to face forward. Adults to follow social distancing guidance. Where possible, staff to stay in their year group bubbles. PPA delivered 'old style'.	Tables and chairs in classrooms to be organised so that they face forwards. No more than 15 children in a classroom. Where dividers can be opened, child/staff ratios must be maintained. Staff and children to use their own equipment but can share resources within the year group. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Adults in classrooms to try to keep to 2m separation All soft toys, difficult to clean toys to be put away. Doors to be kept open as much as possible.	HLT Staff	2	3	<p>(2X3) +3 =</p> <p>9</p> <p>(Low)</p>
------------	-------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------	---	---	--------------------------------------------------------------

				To aid helping a child/ren, a spare table to be set up at front of classrooms so that a child can place their work on the table, step away, and then an adult can look at work and give pointers. Visualisers can be used in same way.				
--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
School lessons/ activities	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Some lessons or activities can take place outdoors but there must be reduced movement around the buildings, different year groups must not mix. Year group assemblies in halls PE lessons outside if possible. Adapted music lessons. Spanish lessons will be recorded/presentations made. Virtual whole school assemblies/praise assemblies	Any resources required by the children to be placed on tables before children arrive for school Break times will be staggered with each group having a designated area in the playground Children will line up to re-enter school buildings Music lessons to have no more than 15 pupils in them.	Staff	2	3	(2X3) +3 = 9 (Low)

Offices	Biological hazard COVID-19		Keep office public face window shut.	Office workstation seating acceptable distance apart (2m) Photocopying of work for children can only be done on a strict rota. Staff must distance themselves and wash hands/sanitise after using buttons. Cleaner will sanitise buttons and drawers regularly.	Staff	2	3	(2X3) +3 = 9 (Low)
---------	-------------------------------	--	--------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	---	---	-------------------------------------------------------

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Lunch	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Staggered lunch times - packed lunches and hot lunches in halls or outside in designated areas. Before eating, Pupils to wash their hands with soap and water for at least 20 seconds/sanitiser. Pupils are encouraged not to touch their mouth, eyes and nose.	Home packed lunches to be brought into school and placed on trollies. Parents to ensure packed lunches can be opened easily by all children – Frubes, yoghurts etc Children eat in year group bubbles Harrison staff give children cutlery, cup, plate and tray Year group only eats in half the hall. The other half is cleaned and halves used on a rota basis All spaces should be well ventilated using natural ventilation (opening windows). Children able to get time outside with their group supervised by SMSAs.	HLT Staff SMSAs	2	3	(2X3) +3 = 9 (Low)
Play equipment	Biological hazard COVID-19		No outside play equipment to be used e.g. clamber stacks etc.- EYFS only to use their outdoor area. No toys to be brought in by the children.	All areas that are not to be used by children to be fenced/roped off. All outdoor equipment to be bagged up and put into storage. All indoor play equipment to be bagged up and stored. Balls brought in from outside must be kept in school.	Staff	2	3	2X3) +3 = 9 (Low)

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Transport Arrangements	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Staff, parents and children encouraged to walk or cycle to school or use private vehicles.	Staff, parents and children are encouraged to avoid public transport. If staff need to use public transport, face masks are available from the office – 2 at a time (inward and outward journey). Please wash your hands/sanitise before handling your mask. When you are not using your mask, place it in a sealed bag. Special parking dispensation available from council.	All	2	3	(2X3) +3 = 9 (Low)
Dealing with suspected cases of COVID-19	Biological hazard COVID-19		Where a child or staff member begins to feel unwell during the school day, welfare will determine the likelihood of COVID-19 from symptoms	If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and follow stay at home guidance. Parent or staff member and their family needs to book into a test centre as soon as possible. Family can be sent home with a test kit if they cannot get to a testing station. When there is proof that a child or staff member tests negative, they can return to school. When awaiting collection, child should be taken to ventilated Welfare room to be isolated behind a closed door if practicable and safe to do so (safeguarding).	HLT Welfare staff	2	3	(2X3) +3 = 9 (Low)

				<p>If a child needs to use toilet, the disabled toilets are used. Afterwards, the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Additional actions include: Inform Ealing Council (contact Steve Dunham: dunhams@ealing.gov.uk or 07940546263 and Raj Chowdhury; chowdhuryr@ealing.gov.uk or 07568130165 for advice).</p> <p>Consider informing parents of pupils in the relevant 'bubble' that a pupil or staff member has developed symptoms of COVID-19 (if was at school during the 'infectious period' 48 hours before and whilst symptomatic), but they are not required to self-isolate.</p> <p>Ensure stock of PPE in case further symptomatic cases on site.</p> <p>Await test results (48-72 hours).</p>				
--	--	--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Dealing with confirmed cases of COVID-19	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>If a child or staff member tests positive for COVID-19 they must self-isolate for 10 days from the time they discovered symptoms or if asymptomatic from the time they received their test result.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Welfare staff have awareness of COVID-19 related Kawasaki syndrome: rash, swollen glands in the neck, dry cracked lips, red fingers or toes, red eyes.</p>	<p>If a child or staff member tests positive, the rest of their 'bubble' or group should be sent home and advised to self-isolate for 10 days.</p> <p>Other household members of that wider 'bubble' or group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.</p> <p>When cleaning a contaminated area Cleaning staff to: wear disposable gloves and apron, wash their hands with soap and water once they remove their gloves and apron, fluid resistant surgical mask if splashing likely.</p> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Confirmed cases: If a child or staff member tests positive the school should: Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450</p> <p>Inform Steve Dunham DunhamS@ealing.gov.uk or 07940 546 263) or Raj Chowdhury (ChowdhuryR@ealing.gov.uk or</p>	HLT Welfare staff Site managers	3	4	(3X4) + 4 = 16 (Medium)

				<p>07568 130165) and the Council's public health team (publichealth@ealing.gov.uk).</p> <p>Public Health England should work with the school to: Undertake a risk assessment.</p> <p>Identify and notify close contacts (e.g. pupils and staff within the relevant 'bubble') of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days.</p> <p>Identify any further actions needed.</p> <p>Local outbreaks If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>Public Health England may advise a school or a number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>				
--	--	--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

				<p>Promote and engage with the NHS Test and Trace process. Parents and carers of children who have been advised to self-isolate by their education setting or by NHS Test and Trace may be able to apply for a Self-Isolation Payment of £500, if they meet the eligibility criteria. Schools to liaise with parents/carers as required.</p>				
--	--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Use of PPE	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	Staff not required to wear PPE but may do so in areas where social distancing between adults is difficult e.g. staffroom. Face masks available for staff who have no alternative but to use Public Transport.	All staff to wear face covering whilst on school premises (except when eating). PPE is available for staff to utilise - gloves, face masks or visors. Training to be given in how to wear masks/visors. PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings. For Welfare staff needing to give direct personal care (at a distance of less than 2 metres), the following PPE will be available for use by school staff: disposable gloves, disposable apron, fluid resistant (type IIR) surgical mask, eye protection where there is a risk of splashing of bodily fluids. PPE is also available should members of staff need to use them to give intimate care to a child e.g. soiling themselves.	Staff	2	3	(2X3) +3 = 9 (Low)

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Administering First aid/ Medication	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death.	We have a suitable number of trained staff on duty. Administering Medication policy in place.	If the level of risk is manageable, Welfare can take charge of first aid arrangements – call ambulance if required, document any accidents/ incidents and look after any first aid equipment/facilities. Acting in loco parentis, Welfare can also deal with minor first aid issues such as small cuts, abrasions and minor bumps. PPE must be worn when administering first aid. HSE guidance on first aid followed. This includes first aid cover and qualifications as well as guidance for first aiders	First Aiders Welfare staff	3	3	(3X3) +3 = 12 (Medium)
Contractors	Biological hazard COVID-19		Contractors sign in. Site managers direct them to area of work. Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site.	Staff and contractors are to maintain a safe distance between themselves and others (2 metres). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the St Joseph's. Contractors to receive H & S briefing from site managers. Agree approach to scheduled / ongoing building works. Site inductions are to be carried out following social distancing principles (2m separation).	Admin staff Site staff	2	4	(2X4) +4 = 12 (Medium)

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Black, Asian and Minority Ethnic (BAME) staff	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Well-being. Personal Protection Equipment (PPE). Testing.	On-going wellness checks (physical and mental health) by leadership. Face masks, face visors and gloves are available for all staff. Training on how to put on and take off visors has been given. Testing is available in certain locations. Check website for details: https://www.gov.uk/get-coronavirus-test Test, Track and Trace is up and running. Redeployment of BAME staff to ensure not working with youngest age group who do not understand social distancing very well. Suggest vitamin D supplements to BAME staff.	Leadership Staff	2	3	(2X3) +3 = 9 (Low)

Mental Health	Biological hazard COVID-19		<p>School SDP priority</p> <p>Mental Health awareness course completed by some staff</p> <p>Bereavement</p> <p>Anxiety</p>	<p>On-going wellness checks (physical and mental health) by adults leading 'bubbles'. Any concerns about the children report to SENCO.</p> <p>On-going wellness checks (physical and mental health) by leadership on staff. Any concerns reported to headteacher.</p> <p>Staff/children – bereavement counselling made available at earliest opportunity.</p> <p>Staff/children – Anxiety. Consultative Risk Assessment, PPE, clear routines and expectations of staff and children.</p>				<p>(2X3) +3 =</p> <p>9</p> <p>(Low)</p>
---------------	-------------------------------	--	----------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--------------------------------------------------------------

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Leaving the school	Biological hazard COVID-19	Staff and children could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Staggered collection times for children of critical workers or vulnerable children: NR 11.45am NS 3.15pm Reception 3pm Year 1 3pm Year 2 3.15pm Year 3 3pm Year 4 3pm Year 5 3.15pm Year 6 3.15pm	Movements of 'bubbles' or groups of children to be staggered to maximise social distancing. Children reminded to wash hands before they leave school and when they arrive home. Children brought to playgrounds and lined up. Parents file through playground and pick children up along way. Staff and children to wash and change clothes on arrival at home. Clothes to be laundered on hot wash.	Staff	2	3	(2X3) +3 = 9 (Low)
Awareness	Biological hazard COVID-19		Posters displayed around school. Clear and regular communication with parents/ carers and wider community. Managers to be in regular contact with staff working from home, supporting staff with managing their anxieties	Clear briefing for all staff on site, warning them of the risks posed by the virus as well as the control measures. Parents need to make appointments through the office if they wish to see a teacher. Many children and staff may be anxious about returning to school. Reassurance to be given where possible.	Staff Parents Children	1	1	(1X1) + 1 = 2 (Low)

Educational visits	Biological hazard-Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death.	Provision previously closed (can resume non-overnight domestic educational visits as of September 2020).	<p>Keep pupils with consistent groups.</p> <p>Following the Covid-19 secure measures at the destination.</p> <p>Make use of the local outdoor spaces. Early years providers can take small groups of children to outdoor public spaces, provided that they can demonstrate that they can stay 2 meters away from other people at all times.</p> <p>To carry out a risk assessment of all educational visits as per the Ealing Council 'There and Back Again' policy.</p> <p>Keep attendance records (staff, pupils and any contacts).</p>	Staff Parents Children	2	3	(2X3) +3 = 9 (Low)
Catch-Up programme	Biological hazard-Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to severe illness and hospitalisation, and, in rare cases, even death.	<p>Staff working with very small groups of children in group rooms.</p> <p>Staff working within year group bubbles.</p> <p>Staff wearing face coverings.</p>	<p>Availability of space may necessitate sharing of ventilated group rooms as a last resort.</p> <p>Desks and chairs to be sanitised upon entry and exit by adult.</p> <p>Children to bring their own equipment.</p> <p>All to hand sanitise/wash hands before entry to room and after exit.</p>	Staff Children	2	3	(2X3) +3 = 9 (Low)

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:	Negligible	Minor	Moderate	Major	Extreme	