



# 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 have been double vaccinated but can still become infected with COVID-19. Some may still 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
- Following government advice and guidance

Changes made to reflect rise in cases from September and latest advice issues on 27<sup>th</sup> and 28<sup>th</sup> November 2021.

<b>School:</b> St Joseph's Catholic Primary School			<b>School address:</b> York Avenue, Hanwell, London W7 3HU		<b>Review date:</b> 26.5.2020 Governor working party 1.6.2020 Staff and union review 2.9.2020 Staff and union review 1.09.2021 Staff and union review  Dynamic document which will be reviewed and updated systematically				
<b>Assessment Date:</b> 4.12.2021			<b>What/who is being assessed?</b> Biological hazard - COVID-19 within St Joseph's Catholic Primary School						
<b>Name of Assessor:</b> Julian Rakowski  <b>Responsible person for actions:</b> Julian Rakowski			<b>Have staff been consulted in RA?</b>  Yes/No		<b>Headteacher approval:</b>  <b>Chair of Governors approval:</b>			<b>Date:</b> 4.12.2021  <b>Date:</b> 4.12.2021	
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	

<b>Early Morning Drop-Off</b>	Clinical risk to people from COVID-19	Staff and children	Hand sanitise on entry to school and classrooms  Wash hands in classrooms  Supervising adults maintain social distancing.  Adults to wear face coverings in communal spaces.	Wet weather procedure is to bring children into hall.	HLT/Staff			<b>(2X3) +3 = 9 (Low)</b>
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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	Queuing outside - 1m separation 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, do not attend school. Staff wear face covering/PPE on gate duty. On entry to school all staff, children and visitors hand sanitise/wash their hands with soap and water for at least 20 seconds. All staff to wear face coverings in communal areas 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)
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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. Display social distancing posters.	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.  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 'Hands, Face, Space' slogan but remembering 'catch it, bin it, kill it' approach.  Continue with enhanced cleaning - including cleaning frequently touched surfaces often, using standard products such as detergents.	HLT Staff	3	3	(3X3) +3 = 12 <b>(Medium)</b>

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
<b>Social distancing</b> – 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.  Display social distancing poster at all entrances	Social distancing between children in these settings is still difficult to achieve. Staff to try to keep to 1m+ from the children.  If social distancing (1m+) is impractical, then a face covering must be worn.  Face coverings for adults in communal areas.	HLT Staff	<b>Yrs 1 and 2 -3</b>  <b>Yrs 3, 4, 5 and 6 - 2</b>	<b>3</b>	<b>Yrs 1 and 2</b>  <b>(3X3) +3 =</b>  <b>12</b>  <b>(Medium)</b>
			Moving in school  Fire evacuation drills – all classes to practice drills in first week back to familiarise children with exits  Face coverings for adults in communal areas.	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.				<b>Yrs 3, 4, 5 and 6</b>  <b>(2X3) +3 =</b>  <b>9</b> <b>(Low)</b>
<b>Moving around school</b>	Biological hazard COVID-19				Staff	<b>2</b>	<b>3</b>	<b>(2X3) +3 =</b>  <b>9</b> <b>(Low)</b>

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
<b>Cleaning and Hygiene</b>	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  Keep spaces well ventilated using natural ventilation  Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.	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  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	<b>2</b>	<b>3</b>	<b>(2X3) +3 = 9 (Low)</b>
<b>Classrooms</b>	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	Adults to follow social distancing guidance.	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, these should be cleaned regularly.	HLT Staff	<b>2</b>	<b>3</b>	<b>(2X3) +3 = 9 (Low)</b>

		<p>severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>		<p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles.</p> <p>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.</p> <p>Adults in classrooms to try to keep to 1m+ separation</p> <p>Doors to be kept open as much as possible.</p>				
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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, PE lessons outside if possible.  Face coverings on adults in communal areas.	Children will line up to re-enter school buildings.  No whole school assemblies.  Performances for children only. Recordings made available for parent body.	Staff	2	3	(2X3) +3 = 9  (Low)
Offices	Biological hazard COVID-19		Keep office public face window shut.	Office workstation seating acceptable distance apart 1m+  Care taken when photocopying, sanitise/wash hands after use of machine.  Cleaner will sanitise buttons and drawers regularly.	Staff	2	3	(2X3) +3 = 9  (Low)

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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	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.  Face coverings on adults in communal areas.	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  ISS staff give children cutlery, cup, plate and tray  All spaces should be well ventilated using natural ventilation (opening windows).	HLT Staff SMSAs	2	3	(2X3) +3 = 9  (Low)
Play equipment	Biological hazard COVID-19		Play equipment to be used e.g. clamber stacks etc.- on a rota.  No toys to be brought in by the children.	Equipment brought in from outside must be kept in school.	Staff	2	3	2X3) +3 = 9  (Low)

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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.	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>Ensure stock of PPE in case further symptomatic cases on site.</p>				
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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 in line with 'stay at home' guidance.</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, close contacts do not need to self-isolate but are recommended to take a PCR test and follow guidance.</p> <p>Other household members do not need to self-isolate but recommended to take PCR tests regularly.</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><b>Confirmed cases:</b> 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 07568 130165) and the Council's public health team (publichealth@ealing.gov.uk).</p>	HLT Welfare staff Site managers	3	4	(3X4) + 4 = 16 (Medium)

				<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><b>Local outbreaks</b> 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.</p>				
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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 in class but must wear face covering in communal spaces or 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 in communal areas (except when eating) where 1m+ distancing is difficult.  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 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 <b>(Low)</b>

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.  Face coverings on adults in communal areas.	Staff and contractors are to maintain a safe distance between themselves and others.  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.	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
<b>Black, Asian and Minority Ethnic (BAME) staff</b>	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	Wellbeing.  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.  Test, Track and Trace is up and running.  Suggest vitamin D supplements to BAME staff.	Leadership Staff	2	3	<b>(2X3) +3 = 9 (Low)</b>
<b>Mental Health</b>	Biological hazard COVID-19		School SDP priority  Mental Health awareness course completed by some staff  Bereavement  Anxiety	On-going wellness checks (physical and mental health) by adults leading 'bubbles'. Any concerns about the children report to SENCO.  On-going wellness checks (physical and mental health) by leadership on staff. Any concerns reported to headteacher.  Staff/children – bereavement counselling made available at earliest opportunity.  Staff/children – Anxiety. Consultative Risk Assessment, PPE, clear routines and expectations of staff and children.				<b>(2X3) +3 = 9 (Low)</b>

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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		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	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.	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.	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.	<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 1m+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	<b>(2X3) +3 = 9 (Low)</b>
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 wearing face coverings where separation of 1m+ cannot be guaranteed.</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	<b>(2X3) +3 = 9 (Low)</b>

<b>Likelihood:</b>						
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
<b>Impact:</b>	Negligible	Minor	Moderate	Major	Extreme	