



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 and received a booster vaccination 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

This document was updated to align it with the Government's next phase of its COVID-19 response 'Living with COVID-19'. Covid-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

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 1.09.2021 Staff and union review Dynamic document which will be reviewed and updated systematically				
Assessment Date: 16.03.2022			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: Julian Rakowski Chair of Governors approval: Anita Marshall			Date: 16.03.2022 Date: 16.03.2022	
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	

Early Morning Drop-Off	Clinical risk to people from 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.	Hand sanitise on entry to school and classrooms Wash hands in classrooms Supervising adults maintain social distancing.	Wet weather procedure is to bring children into hall.	HLT/Staff Children	2	3	(2X3) +3 = 9 (Low)
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Entering the school	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.	Children to enter directly into classrooms. Visitors by appointment only.	Parents are aware to stay at home when a child or household member develops coronavirus symptoms. Schools communicate this regularly to parents. 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 Children Visitors	2	3	(2X3) +3 = 9 (Low)
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Reducing exposure and transmission of Coronavirus.	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.	Avoiding contact with anyone with symptoms. Display social distancing posters.	Ensure good hygiene for everyone Hand hygiene- Frequent and thorough hand cleaning. Schools to continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The 'catch it, bin it, kill it' approach continues to be very important. Maintain appropriate cleaning regimes, using standard products such as detergents. Keep occupied spaces well ventilated. Make use of the CO2 monitors to identify poorly ventilated rooms. Opening external windows can improve natural ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 Pupils, staff and visitors should not come into school if they have symptoms or have had a positive test result. If anyone in the school develops COVID-19 symptoms, however mild, they should be sent home and told to follow the advice	HLT Staff Children	2	2	(2x2) +3 = 7 (Low)

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Moving around school	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.	Wash hands after touching surfaces.	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Staff Children	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, 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.	Frequent hand sanitising/ washing. Daily cleaning of classrooms. 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. 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.	HLT Staff Site managers	2	3	(2X3) +3 = 9 (Low)
Classrooms	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.	Keep spaces well ventilated.	Doors to be kept open as much as possible to help ventilation.	HLT Staff Children	2	3	(2X3) +3 = 9 (Low)

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School lessons/ activities	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.	Some lessons or activities can take place outdoors.	Children will line up to re-enter school buildings.	Staff Children	2	3	(2X3) +3 = 9 (Low)
Offices	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.	Keep office ventilated.	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, 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.	Before eating, pupils to wash their hands with soap and water/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 All spaces should be well ventilated using natural ventilation (opening windows). School kitchens to comply with the guidance for food businesses on Coronavirus	HLT Staff SMSAs	2	3	(2X3) +3 = 9 (Low)

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Transport Arrangements	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.	Staff, parents and children encouraged to walk or cycle to school or use private vehicles.	Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers Public transport recommend face coverings.	All	2	3	(2X3) +3 = 9 (Low)
Dealing with suspected and confirmed cases of COVID-19	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.	Where a child or staff member begins to feel unwell during the school day, welfare will determine the likelihood of COVID-19 from symptoms	Refer to the flowchart on dealing with suspected and confirmed cases on EGFL If a pupil develops symptoms and is awaiting collection, government guidance should be followed and the pupil moved to a ventilated isolation room. DfE Thresholds - Schools and the local authority will manage any cases that meet or exceed DfE thresholds in accordance with the DfE Contingency Framework .	HLT Welfare staff	2	3	(2X3) +3 = 9 (Low)

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Use of PPE	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.	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.	Face coverings are no longer advised by the DfE for pupils, staff and visitors in communal areas. In schools where face coverings have been, or are recommended, by the LCRC, DfE or local authority this recommendation should be implemented as it will help reduce transmission within the school community and absence from school. Government guidance on PPE to be followed. Any PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings.	Staff	2	3	(2X3) +3 = 9 (Low)

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Administering First aid/medication	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.	Schools have a suitable number of staff on duty.	<p>HSE guidance on first aid followed. This includes first aid cover and qualifications as well as guidance for first aiders.</p> <p>Administering first aid and medication risk assessments to be amended by schools.</p> <p>Government PPE guidance followed.</p>	First Aiders Welfare staff	3	3	(3X3) +3 = 12 (Medium)
Contractors	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>Contractors sign in.</p> <p>Site managers direct them to area of work.</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site.</p>	<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the St Joseph's.</p> <p>Contractors to receive H & S briefing from site managers.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Site inductions are to be carried out following social distancing principles.</p>	Admin staff Site staff	2	3	(2X3) +3 = 9 (Low)

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Leaving the school	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.	Hand sanitise.	Staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Skin friendly cleaning wipes can be used as an alternative.	Staff Children Visitors	2	3	(2X3) +3 = 9 (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.	All travellers arriving into the UK to follow the most up to date travel advice. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. All visits should follow the Ealing There and Back Again Policy.	Staff Parents 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	