

ST OSWALD'S CATHOLIC PRIMARY SCHOOL RISK ASSESSMENT



Location: St Oswald's Catholic Primary School Primary Schools Phase 2.

Assessor: LA

Signed: Mrs J Hassan

Date of Assessment: August 2021

Review Date: OPEN

Activity: COVID-19: Primary School - Preparing for Phased 2 - September 2020 Full Opening of School. Amended October 2020

Amended January 2021- these amendments are in green.

Amended February 2021- these amendments are in purple

Amended August 2021 – these amendments are in red

Amended December 2021 – these amendments are in blue

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>It is our plan is to welcome back all pupils, in all year groups, to a new school year starting in September 2021. The generic assessment in compliance with the Governments guidance covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school after the summer break 2021.</p>					
Building Safety Legionella Management	Compliance with HSG 274	All Building Users		Domestic hot and cold water services The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <u>Approved Code of Practice</u> and HSG 274. <ul style="list-style-type: none"> If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. 	Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work. Managing School Premises during the Coronavirus Outbreak 07 07 20 https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak

				<ul style="list-style-type: none"> • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system • Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. • The hot water has been circulating as normal and regular checks, in line with guidance, have been carried out. Weekly flushing, Monthly water temperature checks, etc. • Regular weekly flushing regimes of infrequently used outlets, for all hot water services have been maintained. 	The water hygiene contractor has carried out recent checks.
Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		<p>Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.</p> <p>A change of floor covering in one room has necessitated the safe removal of some old floor tiles that contained asbestos.</p>	<p>Any concerns discuss with your Asbestos consultant.</p> <p>Compliance with Asbestos Reg 12 & HSG 264</p>
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		<p>Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.</p>
<u>Building Hygiene</u> Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users		<p>It is important that arrangements remain in place to ensure that pupils and staff are in safe.</p> <ul style="list-style-type: none"> • Caretaker and cleaner have specific, designated areas of the school to undertake a thorough clean and disinfect of all areas and surfaces prior to reopening. • Cleaning sheets specifying explicit tasks to be completed every day – ie disinfect handles, etc. Caretaker and cleaner to sign that specific tasks have been completed. • Caretaker's hours to change or additional staff member employed so she is in all lunchtimes to disinfect high traffic areas and toilets. • All classrooms to safely have disinfectant stored for regular use – in the case of sneezing / coughing etc. • Hand gels, tissues, gloves to be accessible in every class and in high traffic areas, including the reception foyer for visitors to use before allowed in. • Staff training to ensure there is consistency in terms of hygiene and cleaning throughout the school day. 	The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance

				<ul style="list-style-type: none"> • Staff room to be socially distanced and additional staff area provided in the hall. • Lidded bins are available in all classes and will be sanitized regularly by staff throughout the day. The caretaker to empty bins each day. • All hand dryers to be disconnected and paper towels available in every classroom and replenished as necessary throughout the day by SLT. • Signage to remind staff and pupils of cleaning procedures. • No children to access the water fountains – adults must fill water bottles for their group and sanitize the water fountain afterwards. • Photocopier is not available for general use. Any photocopying to be completed by SLT or admin and sanitized after each use. • No extra-curricular clubs in the Autumn term- only Care Love Learn breakfast and afterschool wrap around care to be operating to allow cleaners to operate a regular cleaning rota. • Limited extra curricular clubs during the Autumn term – looking to increase gradually during the Spring term – circumstances allowing. 	
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.		<ul style="list-style-type: none"> • Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. • All staff to ensure that classroom windows and doors are open to promote through ventilation. • Staff to check readings on CO2 monitors and increase ventilation if 1500 is reached • Staff room to have air purifier plugged in an operational throughout the school day • If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. • Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard. • Perimeter fences to be locked to ensure the site is safe. 	<p>Government guidance.</p> <p>DoE BB101 Ventilation in schools.</p> <p>Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p> <p>CO2 monitors to be used in all classrooms, staffroom and offices.</p>

Fire Management	Compliance with the RR(FS)O BB100	All Building Users		<ul style="list-style-type: none"> • Fire management plan reviewed and updated. • Prior to the increased occupancy of the school: • Physically test the fire alarm system and emergency lights are operational. • Weekly checks of alarm system have been maintained. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. • Fire drills will continue to be held as normal. • All pupils going in to unfamiliar classrooms to be made familiar of procedures should the fire alarm go off, as a priority. • All staff to be made familiar of PEEPs for all pupils who are unfamiliar to them. • Any additional disinfectant to be stored correctly and in accordance with regulations. • Clear signage to support fire alarm systems • All staff to familiarise themselves with fire systems for each classroom they are working in. • Fire drill to be carried out in the first week. 	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors		<ul style="list-style-type: none"> • Discussions held with Dolce regarding continued arrangements for Autumn term. Re-usable covered meal containers with lids purchased. • Pupils to eat lunch in classroom, supervised by welfare assistants or teacher/TA, prior to going onto playground.. • Lunch period to be extended and staggered to allow for spacing of phase groups. • Tables to be cleaned after eating. • Pupils who bring a packed lunch will eat in class • Food boxes will be available for families of children in receipt of FSM to be collected weekly. 	<p>The school SLT to provide specific management details</p> <ul style="list-style-type: none"> •Classes to eat lunch in classroom. Staff to bring hot lunches to classroom in takeaway containers •Classes to either eat then play or play then eat to maximise use of playground area •Lunchtime staggered for EYFS/KS1 and LKS2/UKS2 <p>Welfare assistants allocated to specific phases</p>
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.		<p>During the summer holiday period maintenance or remedial work may be undertaken. Contractors will be contacted and it will be impressed on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Contractors and suppliers will be told not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus</p>	<p>Managing School Premises during the Coronavirus Outbreak 07 07 20</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>

				<p><u>infection</u>)</p> <ul style="list-style-type: none"> Observe good hygiene practice. Contractors to sign in and out as is normal practice Consider times when contractors can complete work either before or after the school day. 	Use signs, posters and regular reminders to raise awareness.
<p>Management of Access Control to and from the building.</p> <p>General principles.</p>	HSWA 74	Pupils, staff and visitors		<p>In order to continue the well-ordered entry and exit from school the following routes/drop off points will be used and must be adhered to:</p> <ul style="list-style-type: none"> Children in Owlets, Eaglets and Sparrows will be dropped off at the main gate in the morning and will line up with their class on the KS1 playground prior to being taken to class by their teachers. Parents will come onto KS1 playground at the end of the day via the main gate. Children in all other classes will enter via the gates on KS2 playground before going straight to class. Parents will come onto KS2 playground at the end of the day via the gate on the pathway. 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>
<p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p> <p>Lateral Flow testing Control of virus transmission</p>	Support the management of COVID-19	Staff and all visitors		<p>The school already operate an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises a contact phone number for each member of staff the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. <ul style="list-style-type: none"> Staff are to conduct twice weekly lateral flow testing 3-4 days apart – there is a separate full risk assessment for lateral flow testing 	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20</p> <p>https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p> <p>Provided with home test kits and full training- all adults in school have access to these</p>

Communicating with parents on changes	Safety of others.	Pupils, staff and parents.		<ul style="list-style-type: none"> Parents receive emails, texts and updates on the school website and twitter along with announcements on their child's Seesaw account to ensure that all information is shared quickly and effectively. 	GOV.UK Guidance – Implementing Protective Measures in Education.
Communication with Staff Protection against infection	Personal safety	Staff		<p>Communication and training for staff is essential to update and carry out new procedures during this challenging situation. Staff will be informed about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for arrival and departure times.</p> <ul style="list-style-type: none"> Avoiding contact with anyone with symptoms of COVID-19 Continue frequent hand cleaning and good respiratory hygiene practices Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. Minimizing contact and mixing with other class bubbles. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Daily updates delivered to the class by the teacher. <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <ul style="list-style-type: none"> Staff, Governors and SIP consulted on this Risk Assessment and asked to respond and add to it. Governors to be clear on their role during the reopening with consistent communication throughout from SLT via email / governor hub. Communication and training for staff is essential to update and carry out new procedures during this challenging situation. 	GOV.UK Guidance. Pupils who become violent and require restraint, contact your TESS officer for support advice.
Classrooms Staying Alert, Staying Safe	Working environment	Pupils and Staff		<ul style="list-style-type: none"> Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering. Allow phases to play together on the playgrounds and fields. Implement a packed lunch Take-Out service during lunch with pupils eating in their classroom area or outside in their class groups. (weather permitting). 	GOV.UK Guidance. The school SLT to include specific detailed information for the management of the school day.....

Personal Protective Equipment	Personal protection	Pupil and Staff		<p>Wearing a face covering or face mask in school is not recommended by the Government at present. Except for PPE that they would normally need for their topic work or to provide pupil personal support.</p> <p>Staff and pupils are not required to wear face coverings.</p> <p>Jan 2021 Staff have been requested to wear a face covering – mask or visor- in all communal areas inside school. Parents entering school premises have been requested to wear a mask.</p> <p>Staff are required to wear a face covering wherever possible rather a visor as these are deemed to be less effective- gov.uk February 2021 Schools Coronavirus COVID-10 operational guidance</p> <p>We will allow staff and pupils to wear face masks/PPE if they wish.</p> <p>Face masks to be worn by adults in all communal areas in school</p> <p>See guidance link for further information.</p>	<p>Safe Working in Education, Childcare and Children’s Social Care Settings including the Use of Personal Protective Equipment 16 06 20</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
First Aid	Support to others	Pupils, staff and Visitors		<ul style="list-style-type: none"> The number of first aiders to be available within school for the general population has not changed. For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If this is not possible there must be someone with a First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment. If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 14 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 02 07 20</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools 02 07 20</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Note: as of the 18 05 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> High Temperature 37.8°C Continuous Cough Loss of taste and smell

					Contact Public Health for further advice on a Positive COVID test result.
Classroom Management	Staffing	Pupils and staff		<ul style="list-style-type: none"> • The class will operate with a teacher and, a teaching assistant. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. • Utilise any unused rooms as storage for unused furniture. • Change the layout of the classroom to group tables. • If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed. • Everyone frequently clean their hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach • Frequently clean touched hard surfaces using standard detergents products. • Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray. 	Gov.UK guidance The school SLT to include specific detailed information for the management of the school day....
Early Years classes	Nursery and Reception			<p>Early years groups in school should:</p> <ul style="list-style-type: none"> • Ensure play equipment that is used is appropriately cleaned after use by small groups of children. • Paediatric first aid cover – see first aid section above • Review where required the EHCP and other support plans of the named pupils. 	Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.
Classes	Year 1 to 6	Pupils and Staff		<p>Classes will work and stay together indoors.</p> <ul style="list-style-type: none"> • EHCP and other support plans of named pupils to be reviewed. • Curriculum timetable has been refreshed: <ul style="list-style-type: none"> • All classrooms can be accessed directly from outside to avoid congestion in corridors. • Consideration given to which topics will be delivered, how and when. • Change the layout of the classroom furniture to work in groups.. • Timetable and selection of specialist facilities designed 	The schools behaviour policy and pupils code of conduct remains in force. The school SLT to include specific detailed information for the management control of the school.

to reduce movement around the building.

- Consider which lessons or classroom activities could take place outdoors and when. (Subject to weather) Outdoor activities to be timetabled and zoned and staff to adhere to identified times so there is no mixing of pupils.
- Break times (including lunch) staggered, so that not all pupils are moving around the school at the same time. (
- Cloakrooms are back in use.
- Clear signage is in every single classroom used directing pupils to rules to adhere to and safety expectations.
- All pupils to bring in their own water bottle each day. Nothing can be provided by school.
- Staff are prepared for any possible disclosures and are familiar with protocol should a disclosure be made. Report straight to one of the DSLs.
- Individual equipment to be maintained- however, subject resources can be shared.
- Pupils are only to bring minimum resources to school which they will keep with them.
- Y6 mobile phones will be collected in – if pupils must bring a phone, it is their responsibility and it must be switched off and kept in the classroom phone box through the day.
- Self-marking will be used as much as possible so that staff are not handling paper and books.
- Risk assessments to be carried out of individual pupils who need additional support and may potentially display anti-social behaviour.
- Pupils will only access their zone in the school building. This is their identified classroom, toilets and outdoor area.
- Assemblies will take place in classrooms and are currently suspended. These will either be delivered virtually or by the class teacher.
- Toilets to be monitored by staff to ensure pupils are socially distancing and crossing in corridors is limited.
- Staff to carry out pastoral work with children as a priority including work to support pupils who are anxious using our Emotional Aware Schools resources to help. Pastoral, wellbeing work is a priority across school. An online survey has been sent to parents regarding their child's mental health and any information they wish us to know before their child returns to school.

				<ul style="list-style-type: none"> PE lessons will be outdoors. If the weather is bad any outside provider can now deliver a classroom based session Music lessons delivered by peripatetic teachers will be on an individual basis only. 	
IT equipment	Fit for purpose	Children and Staff		<ul style="list-style-type: none"> Allocate time using the resources Restrict access to a manageable number of children. Consider the requirements for children requiring 1:1 support, how this can be maintained Wipe down desktops and computer equipment after use. 	
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> Access to the playgrounds and field areas and the level of control to be reviewed regularly. Areas for play and quiet activities allocated to phases under the supervision of a member of staff with line of sight. Ensure the fixed play equipment is safe for use and cleaned on a regular basis. Allocated areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight 	
Off Site Visits. Day Visits Only Transport	Safety	Pupils and Staff		<p>As of the 01 09 21 the following visit will be allowed;</p> <ul style="list-style-type: none"> There is no restriction in the distance of travel, but the class must return to the school base location at the end of the school day. Staffing of the group visit to be compliant with the DoE guidance and the LA policy for Out of school Visits. All day visits to be recorded using the EVOLVE system and authorised by the Headteacher to proceed. <p>Proposed adventurous activities assessments to be reviewed by the EVOLVE Safety Officer and Approved by the LA's EVA</p> <ul style="list-style-type: none"> Restrictions removed Class trips allowed. 	Further advice from the EVA
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors		Injuries to pupils, staff and visitors will be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
SEND Support		Pupils and Staff		<p>SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p>	Safe Working in Education, Childcare and Children's Social Care including the use of PPE.

Holiday and After School Clubs		Pupils and Staff	<p>A room has been allocated for the club use.</p> <ul style="list-style-type: none"> • Equipment and materials for activities to be separate from school used equipment. • Separate storage provided for club equipment from school equipment. <p>Care love Learn have:</p> <ul style="list-style-type: none"> • Posters, (for example, to encourage consistency on hygiene and keeping to own group) • soap for sinks, and hand sanitiser in rooms/learning environments • disposable paper towels, • cleaning products, • sanitising wipes for wiping some equipment • lidded bins <p>Regular communication between Headteacher and Care Love Learn Manager continues to ensure absolute consistency of approach</p>	GOV.UK guidance
BAME	Vulnerable to COVID-19	Named staff and Named children	<ul style="list-style-type: none"> • Pupil group to remain in their class for all indoor activities to minimize interaction with others. • To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. • Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. • School <u>Employee Assistance Programme</u> can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate). 	<p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Employee Wellbeing	Anxiety	School Staff and their families	<ul style="list-style-type: none"> • Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 • Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. • We will conduct an online survey of staff to fully inform ourselves of any additional information about their own mental health, worries and concerns that they wish to share with us so we are in the best place to support everyone on their return to school. • We continue to monitor the mental health and well-being of our staff and spend time during staff meetings on mindfulness activities. Mental health lead sends information about useful apps, thoughts etc regularly to staff. Headteacher has an open door policy and staff know they 	

