

St Joseph's Catholic Primary School, Worcester

'Following Jesus in all we do'

COVID 19 Risk Assessment Checklist Tool

Academic Year 2021-2022

The latest Government guidance relating to contingency planning and risk assessment for schools can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#control-measures>

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	If you are undertaking Lateral Flow Device (LFD) testing on site a risk assessment around this process, the premises and staff has been completed and control measures are in place.	NA	
1.	Area of Prevention: A requirement that people who are ill stay at home		
1.1	The following know they are not to attend school if they have symptoms and have tested positive in the last 10 days. a) Staff b) Parents c) Pupils d) Suppliers e) Visitors f) Contractors	Yes	Regular staff bulletins and correspondence with parents by LB All contractors receive a policy with Covid 19 Addendum plus any extra procedures used in school. Outbreak management plan in place

SCHOOLS RISK ASSESSMENT CHECKLIST V2 January 2021

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	If you are undertaking Lateral Flow Device (LFD) testing on site a risk assessment around this process, the premises and staff has been completed and control measures are in place.	NA	
1.2	The following know and adhere to self-isolation (10 days for the positive case) a) Staff b) Parents c) Pupils	Yes	
1.3	All staff know that if anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be a) sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection , b) book a test	Yes	
1.4	If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally a window must be open and the child is located at least 2m from other people.	Yes	Children to be taken to the Medical Room (Lettings Kitchen). Room has PPE available and is a First Aid base. First Aid cupboards are locked and key is hung above. Ensure that the door and window remain open. Whole Staff email is sent and calls made to ensure all staff know that the child is waiting in the room. The room will then be cleaned after they have left BEFORE anyone else enters
1.5	PPE is not required in most cases apart from: a) if child or young person becomes ill with coronavirus (COVID-19) symptoms and a distance of 2 metres cannot be maintained b) if child or young person already has routine intimate care needs that involve the use of PPE - same PPE should be used.	Yes	
1.6	You know the arrangements for cleaning all areas used by a person with suspected COVID-19 symptoms.	Yes	Each classroom or area is deep cleaned following a confirmed case

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1.7	In a boarding school, the child self isolates in their boarding house or, if of greater benefit, some children may self-isolate at home.	NA	
1.8	The routine taking of temperatures is NOT occurring in school.	Yes	
1.9	The names or details of people with coronavirus (COVID-19) are not shared unless it is deemed essential to protect others - <i>this would normally be in consultation with a Public Health Consultant.</i>	Yes	
1.10	Supply teachers, peripatetic teachers and other temporary staff are participating in schools' rapid testing programmes if in operation	NA	
2.	Area of Prevention: Robust hand and respiratory hygiene - the new variant is as easy to remove from the skin as the original variant.		
2.1	Pupils and staff clean their hands regularly, including when; a) they arrive at school b) when they return from breaks c) when they change rooms and d) before and after eating	Yes	These actions are maintained within the daily routine for all children and staff
2.2	The school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly (consider how to avoid queueing).	Yes	All relevant equipment and PPE is in every classroom and remains readily available.
2.3	Young children and pupils with complex needs are helped to clean their hands properly	Yes	Ensure all 1:1 staff ensure that this is happening and also any children who need that support to check hands are clean
2.4	The school culture is building hand washing and respiratory hygiene practices into and behaviour expectations are supported.	Yes	
2.5	The school is helping ensure younger children and those with complex needs understand the need to follow good hand and respiratory hygiene practices.	Yes	
2.6	The school has enough tissues and lidded bins available	Yes	
2.7	Pupils with complex needs, for example, those who spit uncontrollably or use saliva as a sensory stimulant.... a) are supported	NA	

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	b) as are the staff working with them		
2.8	There is a process for removing face coverings when pupils who use face coverings arrive at school and when face coverings are worn at school in communal areas. Face coverings are optional, any child who chooses to wear one can and must inform their teacher.	Yes	Children are responsible for putting their own face coverings on and storing them in a sealed bag.
2.9	There is a process for removing face coverings when staff who use face coverings arrive at school and when face coverings are worn at school in communal areas. Face coverings are optional, any member of staff can choose to wear one if they prefer.	Yes	
2.10	There are facilities for <ul style="list-style-type: none"> a) washing hands on arrival at school b) cleaning hands before and after touching face coverings – including to remove or put them on c) the safe storage of them in individual, sealable plastic bags between use. d) disposal of temporary face coverings in a ‘black bag’ lidded waste bin (not recycling bin) 	Yes	
2.11	There is a small contingency supply of face coverings	Yes	
3.	Area of Prevention: Enhanced cleaning & ventilation arrangements		
3.1	Classrooms and other key areas such as halls and staffrooms have been reviewed to ensure they are well ventilated: <ul style="list-style-type: none"> a) opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. External opening doors may also be used (as long as they are not fire doors and where safe to do so) b) mechanical ventilation systems have been adjusted to increase the ventilation rate wherever possible, and checked to confirm 	Yes	Reminders given to all staff via email and also at weekly briefing with skeleton staff and socially distanced. Ventilation remains a key procedure to help support prevention and spread of Covid 19

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	that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).		
3.2	The cleaning schedule ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> a) more frequent cleaning of rooms and shared areas that are used by different groups b) frequently touched surfaces being cleaned more often than normal 	Yes both cleaners and staff.	Teachers continue to wipe tables at break times and after lunch. KS2 tables are cleaned before lunch due to children eating in them.
3.3	Toilets are cleaned regularly	Yes	
3.4	Cleaning staff are aware of and adhere to the cleaning practices in the guidance on https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Yes – overseen by Site manager	
4. Area of Prevention: Active engagement with NHS Test and Trace			
4.1	The NHS Test and Trace process is understood by: <ul style="list-style-type: none"> a) staff b) parents 	Yes	Also update
4.2	Schools /Colleges (Y7 and above)implementing the LFD testing programme are compliant with the guidance for testing: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges	NA	
4.3	Communication with staff has included: <ul style="list-style-type: none"> a) How to book a PCR test b) Not attending school with symptoms c) Self-isolation - <ul style="list-style-type: none"> a. with symptoms, b. as a close contact c. travelled from certain other countries 	Yes	All staff have been provided with the option to carry out a LFT and have been given the required information to allow them to report their result to the DFE and school Covid Coordinator. A record is kept. The After School privately run club staff are expected to carry out an LFT and they have been

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	<p style="text-align: center;">d. if not participating with Daily Contact Testing d) Share contact details if they test positive</p>		provided with the required details and report their test in line with school procedures.
4.4	You know the action to take if you receive notification of a confirmed COVID-19 case in your school	Yes	HT contacts LORT for support and advice. See Outreach management plan for support and actions.
4.5	Staff are aware of the process if there is an outbreak within the school	Yes	See Outbreak management plan
4.6	There are processes for communicating with parents in the event of an outbreak	Yes	
4.7	Where possible a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is available	Yes	The Government guidance is followed and close contacts (vaccinated staff, children) continue to attend school unless positive or showing symptoms– see guidance Attendance update Recording Non - Attendance update
4.8	You know not to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after self-isolation.	Yes	However parents are confirming results with us as part of our management of Covid cases in school. Also LFT results
5.	Area of Prevention: Formal consideration of how to maintain and sustain a safe return to school		
5.1	It is no longer recommend that it is necessary to keep children in consistent groups 'bubbles'. This means that full assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.	Yes	All staggered times are being maintained and daily structures continue to be in place. Lunchtimes remain the same. Children will be allowed to mix across year groups for playtime. Gospel Assemblies will continue to take place with year groups. Key stage assemblies will resume. Always in hall well ventilated. Children will be able to mix across year groups for interventions

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			However, children are still encouraged to keep their distance within their groups
5.4	Steps have been taken, as much as possible to ensure safe return to school	Yes	
5.5	Staff keep their distance from pupils and other staff as much as they can, 2 metres from other adults	Yes	TAs who are lunch staff are lunch staff for their own class as a maintained precaution.
5.6	Resuming of face-to-face meetings but still being mindful of distancing	Yes	All Governor committee meetings continue to be virtual; Full governors face to face in school hall. Staff meetings face to face in classroom or staff room. Virtual is always an option.
5.8	Pupils are encouraged to be mindful of distancing where they can.	Yes	
5.9	Classroom adaptations	Yes	Developments have been made within classes to safely support the recovery of the curriculum and ensure that distancing is adopted where possible.
5.14	You are avoiding wherever possible creating busy corridors, entrances and exits	Yes	All staff will continue to sign in at the kitchen entrance and sign out before they leave. Staff room seating has been replaced with precaution cleaning measures remaining
5.16	You have issued guidance to staff and pupils regarding the wearing of the face coverings	Yes	
5.17	You have considered use of staggered break times and lunch times	Yes	We have these remain in place bur year groups out at those times can mix.
5.18	Time for cleaning surfaces in the dining hall between groups is enabled	Yes	Continue to monitor cleaning of classrooms used for lunch. (KS leads to support with this)

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5.19	Staffroom and communal areas are monitored and staff maintain good hygiene practises.	Yes Yes	
	In shared kitchen areas there is cleaning material for items such as; kettle, fridge, microwave and cupboard handles. Staff clean common touch points before and after using them.	Yes	Wipes continue to be provided in kitchen areas – use is monitored by HT and Site manager – reminders are sent as necessary. All common touch points in these areas are wiped before and after use. Telephones in these communal areas are to be wiped before and after use, using the universal wipes provided.
5.20	You have considered staggered start and finish times and their place in the current situation	Yes	Maintained to allow for less crowding both outside the gates and by children coming into school. Parents not congregating on site at present. This remains under review.
5.21	You have communicated with parents ... a) process that has been agreed for drop off and collection b) gathering at the school gates is not allowed c) coming onto the site without an appointment is not allowed	Yes	Parent letter sent on 2 nd and 9 th September reiterating key messages.
5.22	Supply teachers, peripatetic teachers and other temporary staff minimise contact and maintain as much distance as possible from other staff	Yes	The wearing of face coverings is optional
5.23	Site guidance on physical distancing and hygiene is explained to visitors on or before arrival	Yes	All hygiene procedures maintained
5.24	Visits happen outside of school hours if they can	Yes	Parents can come into school during the day with appointment and face covering optional. Try to maintain contractors visits after school where possible to minimise risk
5.25	A record is kept of all visitors	Yes	

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5.26	For dual registered pupils, a system of controls has been agreed collaboratively	NA	
5.27	Staff and pupils have their own items (pens, pencils etc) that are not shared	Yes	This has been relaxed slightly but staff are mindful and always wipe down equipment to maintain hygiene standards
5.28	Classroom based resources, such as books and games, which are shared within the bubble are cleaned regularly, along with all frequently touched surfaces	Yes	
5.29	Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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 48 hours (72 hours for plastics) between use by different bubbles	Yes	Hygiene procedures are maintained
5.30	Outdoor playground equipment is cleaned more frequently	Yes	
5.31	Pupils are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones	Yes	
5.32	Unnecessary sharing of resources (staff and pupils) is avoided, cleaning of the resources and rotation should apply <i>Maintain caution and awareness in use of equipment and ensuring it is wiped down.</i>	Yes	Staff only make their own drink and all common touch services are cleaned before and after use.
6.	Area of Prevention: Communication with your staff and supporting their well being		
6.1	You have in place team meetings/webinars and reminders directing all staff to government guidance on COVID-19 symptoms and protection measures in schools and obtained confirmation that it has been read	Yes	
6.2	You are regularly communicating to staff – group and/or individually – regarding their physical and mental wellbeing, including directing them to available resources for individual support	Yes	Staff survey; daily thought from HT; updates and support via email. With line managers etc

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6.3	<i>Staff meetings/celebrations are held virtually - a specific risk assessment is undertaken to justify face to face staff or team meetings.</i>	Yes	
7.	Area of Prevention: Supporting Clinically Vulnerable, Clinically Extremely Vulnerable and BAME staff		
7.1	<p>Clinically Vulnerable:</p> <p>If individuals cannot work from home, they have been offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2-metre distance, you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p> <p>Schools should not adopt a blanket approach for all staff; it is very important to take an individual approach, to listen to the reasons provided by each member of staff for believing they are in danger and take account of individual situations.</p> <p>The guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p>	Yes	All individual Risk assessments are continually reviewed and updated as necessary.
7.2	Clinically Extremely Vulnerable:	Yes	Each case is looked at separately and risk assessed in line with the new guidance in links at beginning of this document

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	<p>From 5 January 2021 advice for clinically extremely vulnerable people has changed and shielding has been reintroduced for staff in this category as below:</p> <p>Staff in this position are advised not to attend school (they should be receiving a letter from their medical practitioner confirming this is the case).</p> <p>The government are still strongly advising people, including education staff, who are clinically extremely vulnerable (CEV) 'shielded' to rigorously follow shielding measures in order to keep themselves safe. They should work from home, this may include redeployment to alternative work, or if that is not possible have paid absence.</p>		
7.3	<p>Black, Asian and Minority Ethnic (BAME):</p> <p>You are following the below guidance: In light of the on-going work arising from research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2-metre distance have you carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them</p>	Yes	Each case is looked at separately and risk assessed in line with the new guidance in links at beginning of this document

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	<p>The guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p> <p>Schools should not adopt a blanket approach for all staff; it is very important to take an individual approach, to listen to the reasons provided by each member of staff for believing they are in danger and take account of individual situations.</p>		
7.4	<p>Pregnant CEV Staff:</p> <p>You are following the above guidance: Pregnant women who are 28 weeks pregnant and beyond or pregnant women who have underlying health conditions that place them at greater risk of severe illness from Covid-19 at any gestation, a more precautionary approach should be taken; these staff are considered to be clinically extremely vulnerable</p>	Yes	Each case is looked at separately and risk assessed in line with the new guidance in links at beginning of this document
8.	Area of Prevention: Health & Safety Protocols		
8.1	Protocols for using facilities are displayed	Yes	
8.2	All relevant policies and plans are regularly updated with regard to COVID-19 measures and shared appropriately, e.g. fire evacuation, first aid, statutory compliance testing continues	Yes	
8.3	Risk assessments are regularly reviewed and updated in light of changing guidance and circumstances, updated documents are appropriately signed off within the school and shared as appropriate	Yes	Regularly reviewed but in-depth review half termly and as needed.

Headteacher name: Mrs Louise Bury

Site Manager: Mr Alan Price

Headteacher signature:



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Date of risk assessment review: 19th September 2021

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