

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>

Updates for dealing with outbreak January 2022

Ref.	Check point – Question: Are you sure that ... (ask yourself - how do I know?)	Are you complying? Y/N/Unsure – check against the guidance.	Note any action needed (including what, who, by when)
	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 7 days. <ul style="list-style-type: none"> 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

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1.2	<p>The following know and adhere to self-isolation (7 days minimum for the positive case)</p> <ul style="list-style-type: none"> a) Staff b) Parents c) Pupils <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	Yes	<p>All parents and staff inform the office of a positive LFT</p> <p>If the child or member of staff has symptoms: Do not complete an LFD test. Please isolate your child / yourself and book a confirmatory PCR test. If the PCR test returns a negative result your child can resume the 7- day LFD testing and return to school if they feel well enough to do so.</p> <p>If the child or member of staff has no symptoms: Complete an LFD test. If they are negative, they can continue to attend school. If the test is positive, they will need to self-isolate and follow guidance in the link opposite. There is no longer a need for a confirmatory PCR test, even if they later develop symptoms.</p> <p>Any member of staff not vaccinated will need to isolate for 10 days and test themselves daily.</p> <p>All staff and parents have been reminded of the new guidance.</p>
1.3	<p>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</p> <ul style="list-style-type: none"> a) sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, b) book a test 	Yes	<p>Parents have been informed:</p> <p>1.Children must not come into school if they:</p> <ul style="list-style-type: none"> • Have Covid-19 symptoms • Have had a positive test result via a PCR test or a Lateral Flow test. Any child who has a positive lateral flow test should book a PCR test immediately. A negative PCR test will

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			<p>override a positive lateral flow test and the child can return to school. They must remain off whilst awaiting the result.</p> <ul style="list-style-type: none"> • Have been instructed to quarantine because of travelling from specified countries. <p>2. If anyone in school develops Covid-19 symptoms, however mild, they will be asked to go home and follow public health advice.</p> <p>3. Any child who is identified as a close contact with a positive case will be able to continue to attend school. A letter will be sent to explain that they will need to LFT for 7 days.</p> <p>4. Please note that the school can refuse to allow a pupil to attend if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. Any decision will be carefully considered in light of all the circumstances and current public health advice.</p>
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.

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			<p>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</p>
1.5	<p>PPE is not required in most cases apart from:</p> <ul style="list-style-type: none"> 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	<p>You know the arrangements for cleaning all areas used by a person with suspected COVID-19 symptoms.</p>	Yes	<p>Each classroom or area is deep cleaned following a confirmed case. At present the whole school is being deep cleaned with our fogging machine daily / weekly</p> <p>Updates January 25th 2022 For all teachers and TAs please please can we heighten the frequency of handwashing and sanitising as a matter of priority.</p> <p>All tabletop surfaces must be able to be properly cleaned and also covered properly by fogging. Please do ensure that your surfaces are cleared to enable</p>

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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	
			cleaners to focus on this. Alan is ensuring that we come into a clean school daily and is fogging the whole school every night. To enable this to happen, can I please ask staff to be off site by 5.00pm at the latest but please then do not linger in school. Staying later makes it so difficult for Alan to get round but also at the moment you need to be out of your classroom to avoid viral load.
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	All visiting staff are asked to LFT before visiting the school and wear a face covering
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	Yes	These actions are maintained within the daily routine for all children and staff.

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	d) before and after eating		Hand sanitiser is at both entrances to the school for visitors 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	All 1:1 staff and staff in general, ensure that 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 b) as are the staff working with them	NA	
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	Face coverings are recommended for staff to wear in ALL communal areas and corridors around the school unless they hold an

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			exemption certificate. They are worn by all staff when receiving and dismissing children at the school gate. Parents are also advised to wear a face covering.
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 that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then 	Yes	Reminders given to all staff via email and also at weekly briefing with skeleton staff, socially distanced in staff room. All messages are then given back to the rest of the team. Jan 25th Update Friday briefings will continue, please ensure you send a rep from your Key stage or year group, it is really important that messages are

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	systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply).		<p>communicated. If you wish for us to remember a member of your family or friends in our prayers, please write their names in the book.</p> <p>Ventilation remains a key procedure to help support prevention and spread of Covid 19</p> <p>Jan 25th - Message to all teachers: Air flow is so important - I know that it is cold but all teachers must keep a flow of air in their classrooms. A message will be sent to parents again about ensuring their children are layered up and that school is safe.</p>
3.2	<p>The cleaning schedule ensures cleaning is generally enhanced and includes:</p> <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.	<p>Teachers / TAs continue to wipe tables at break times and after lunch. KS2 tables are cleaned before lunch due to children eating in them.</p> <p>Fogging of classrooms take place daily by the site manager after 5.30pm</p> <p>Kitchen: all trays are sanitised once a week; cutlery is put through the dishwasher on the flat bed not on trays and is put through twice.</p>

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			<p>All handles and door handles are sanitised twice a day – before and after service. Scour trolley wheels weekly on a Friday.</p> <p>25th January Update</p> <p>All tabletop surfaces must be able to be properly cleaned and also covered properly by fogging. Please do ensure that your surfaces are cleared to enable cleaners to focus on this. Alan is ensuring that we come into a clean school daily and is fogging the whole school every night. To enable this to happen, can I please ask staff to be off site by 5.00pm at the latest but please then do not linger in school. Staying later makes it so difficult for Alan to get round but also at the moment you need to be out of your classroom to avoid viral load.</p>
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	Site Manager has asked his team for a renewed attention to thorough cleaning. Paying particular attention to the tables

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			chairs and all other touch surfaces and to the toilets.
4.	Area of Prevention: Active engagement with NHS Test and Trace		
4.1	The NHS Test and Trace process is understood by: a) staff b) parents	Yes	Regular updates given to staff by Headteacher
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: a) How to book a PCR test b) Not attending school with symptoms c) Self-isolation - a. with symptoms, b. as a close contact c. travelled from certain other countries d. if not participating with Daily Contact Testing d) Share contact details if they test positive	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 provided with the required details and report their test in line with school procedures. Any visitor to the school must LFT before they arrive.
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 as necessary. 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. LORT will be contacted and school will be guided by them.
4.6	There are processes for communicating with parents in the event of an outbreak	Yes	

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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 (Y5/6; Y3/4 Y1/2/R) for playtime. Gospel Assemblies will continue to take place with year groups. Friday assembly for key stages. Always in hall well ventilated. Masses two year groups distanced in hall. Staff, if comfioratble will continue to deliver their interventions in other year groups. Children are still encouraged to keep their distance within their groups 25th January Update We will be operating bubbles again: Reception Year 1

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			<p>Year 2 Separating them on the playground. This will be the same at lunchtime for Yrs 5 and 6 and Year 2. Years 3 and 4 can play outside but as separate as possible in school, wiping down in between groups etc Years 5 and 6 the same as 3 and 4.</p>
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 where possible, 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 ks2 classroom. Staff meetings face to face in classroom or staff room. Virtual is always an option. Parents evenings for January will remain virtual.
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.

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5.14	You are avoiding wherever possible creating busy corridors, entrances and exits	Yes	All staff will continue sanitise their hands at the kitchen entrance and before they leave. Staff room seating has been replaced with precautions; self-hygiene and cleaning measures remaining in place
5.16	You have issued guidance to staff and pupils regarding the wearing of the face coverings	Yes	Face coverings are recommended for staff to wear in ALL communal areas and corridors around the school unless they hold an exemption certificate. They are worn by all staff when receiving and dismissing children.
5.17	You have considered use of staggered break times and lunch times	Yes	We have these remaining in place bur year groups out at those times can mix. This is for Yrs 3 / 4and 5/6 not in Key Stage one – separate ‘bubble’ playtimes.
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) 25 th January Update UKS2 packed lunches will eat in the classroom for the time being; hot lunches in the hall.
5.19	Staffroom and communal areas are monitored and staff maintain good hygiene practises.	Yes Yes	Face coverings are recommended for staff to wear in ALL communal areas and corridors around the school unless they hold an exemption certificate. They are worn by all staff when receiving and dismissing children.

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	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	<p>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.</p> <p>25th January Updates Drinks – please do not make drinks for other people at this time. I will be asking Alan to remove the table from the staffroom until further notice. This is for your safety. We need to be mindful of numbers in the staff room and will be monitoring this daily, windows will need to remain open, and face coverings will need to be worn at all times unless eating. Please use the wipes provided to wipe door handles and surfaces and do not</p>

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			leave dirty crockery in the sink, I cannot stress this enough.
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. Regular updates are sent and parent zoom
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 requested.
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	
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	

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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 are asked to 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 and with line managers etc
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	Clinically Vulnerable: If individuals cannot work from home, they have been offered the safest available on-site roles, staying 2 metres away from others wherever possible.	Yes	All individual Risk assessments are continually reviewed and updated as necessary.

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	<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>		
7.2	<p>Clinically Extremely Vulnerable:</p> <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>	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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	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	
	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 .		
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> <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>	Yes	Each case is looked at separately and risk assessed in line with the new guidance in links at beginning of this document

SCHOOLS RISK ASSESSMENT CHECKLIST V2 January 2021

Ref.	Check point – Question: Are you sure that ... (ask yourself - how do I know?)	Are you complying? Y/N/Unsure – check against the guidance.	Note any action needed (including what, who, by when)
	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	
7.4	Pregnant CEV Staff: 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	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

Headteacher signature:



Site Manager: Mr Alan Price

Date of risk assessment review: 25th January 2022

Shared with all staff: 25th January 2022

Uploaded to Website : WB 26th January 2022

