



# Health and Safety Risk Assessment

Establishment: Ss John Fisher & Thomas More

Risk Assessment for: Covid-19 Preparations

Carried out by: Darren Ritchie, Dominic Hemington & Ryan Coughlan

Date of initial assessment: 09/07/20 **Reassessed on 04/01/22**

**Any previous assessment for this activity carried out: Yes**

Hazard	Risk H M L	Type of Risk	Control Measures	Comments / Action	Action Owner	Residual Risk Rating H L M	Risk level after review
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the hazards listed below). Also ensure that all health and safety compliance checks have been undertaken before opening	M	Health of Staff, Pupils, Visitors, Families  Financial  Reputation	Site Manager to ensure all risk assessments are up to date and correct procedures are in place	To provide assurance to Senior Leadership Team that risk assessment has been completed, and escalated to CEO	Site Manager	L	
Staffing ratios	H	Safety of Staff, Pupils	Make sure we have the right number of staff in	SLT to create class groups and rotas.	Head Teacher / SLT	L	

		Reputation	attendance every day to maintain an appropriate ratio with pupils	Consider those in vulnerable groups.			
Clinically Vulnerable Staff	H	Safety of Vulnerable Staff		<p>Risk Assessment undertaken for Clinically Vulnerable Staff Members:</p> <p>Discussion with these staff members about them returning to school, re- how we are keeping them safe within the workplace and that they must endeavor to maintain the 2m rule. Remind them of the standard ways of minimizing the risk of infection:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> wash your hands frequently with soap and water for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze or cough before you eat or handle food and always immediately when you return</li> </ul>	Head Teacher SLT		L

				<p>home</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> avoid touching your eyes, nose, and mouth with unwashed hands</li> <li><input type="checkbox"/> cover your cough or sneeze with a tissue, then throw the tissue in a bin.</li> <li><input type="checkbox"/> A risk assessment will be completed with all pregnant employees.</li> <li><input type="checkbox"/> All risk assessments will be reviewed on a termly basis or when there are any changes to the alert level (e.g. National Lockdown). They will also be reviewed if there is a significant increase in the number of cases.</li> </ul>			
Clinically Extremely Vulnerable Staff	H	Safety of Vulnerable Staff		<p>Risk Assessment undertaken for Clinically Extremely Vulnerable Staff Members:</p> <p>School Leaders should be flexible in how these staff members are deployed to enable them to work remotely where possible or in roles where</p>			

				<p>it is possible to maintain social distancing</p> <p>During Tier 4 and National Lockdown restrictions, all Clinically Extremely Vulnerable staff members are asked to work from home.</p> <p><input type="checkbox"/> All risk assessments will be reviewed on a termly basis or when there are any changes to the alert level (e.g. National Lockdown). They will also be reviewed if there is a significant increase in the number of cases.</p>			
Class Sizes	H	Health of Staff, Pupils, Visitors, Families Reputation	Ensure class sizes are in line with advice from the DfE	<p>SLT to ensure all groups follow government guidance</p> <p>School decision – up to 23 pupils per group (minimum 1 adult per group)</p> <p>In the event of high numbers of staff absence due to Omicron, some classes may be combined but limited to an overall size of 30.</p>	Head Teacher	L	

Class Bubbles		Health of Staff, Pupils, Visitors, Families Reputation	Two Classes per year group. No class larger than 23	<p>Provide details about Classes. (see class organisation and procedures document)</p> <p>School is currently organised in into five distinct groupings, Nursery, Reception, KS1, lower KS2 AND upper KS2. Mixing between these groups is kept to minimum.</p> <p>Class Bubbles will be considered should cases rise significantly within the school community (See Outbreak Management Plan)</p> <p>In KS2 classes are designed to maximise the space, allowing for social distancing.</p>			
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges	H	Health of Staff, Pupils, Visitors, Families Reputation	Tell staff, children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are	<p>Letters to parents/speak to pupils and staff</p> <p>All contractors to read a visitor policy which will outline safeguarding and social distancing expectations, and complete a declaration to confirm they have no</p>	Head Teacher  Reception staff	M	

			<p>displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).All made aware that if they have symptoms they should arrange for a test. For staff this can be arranged by school. All above are aware of periods of required isolation if they or someone they have been in close proximity to test positive for Covi-19. All parties also aware that they should not return regardless of test result unless they are feeling well enough to do so. All pupils &amp; staff who are isolating will be contacted</p>	<p>symptoms of coronavirus upon arrival. They will also give an email address so we can contact them should we need to due to Test and Trace. Visitors have the option wear face masks should the wish to do so.</p> <p>In the event of National Lockdown, all visits should take place outside of school hours. Parents/Carers are not allowed into the main school building.</p> <p>Lateral Flow Testing Programme in place at school. All staff offered Lateral Flow Test Kits in order to self-test at home. Tests take place twice weekly on a rota basis. Staff report all results to Covid Coordinator who keeps a record of them. Any staff with positive results do not attend school and arrange a PCR test.</p> <p>Staff who are in close contact with a positive case must take a lateral flow test for seven days</p>			
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			as appropriate during their isolation period and support offered where appropriate and needed.	and arrange a PCR test if they develop symptoms.		
Keeping Socially Distant & Control of possible contact (Pinch Points)	H	Health of Staff, Pupils, Visitors, Families Reputation	Communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene	<p>Site and Finance teams to ensure that business continues either as normal, or on a reduced capacity where appropriate. Inform staff of the plans, for example, safety measures and discuss whether training would be helpful.</p> <p>Implement additional arrangements for toileting and hand washing ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>'Soft Start' to the school day allowing pupils to arrive any time between 8:30am and 8:50am, in order to reduce congestion at the main</p>		M

			<p>gate and at 'Pinch Points' around school.</p> <p>Ensure responsible persons are allocated Classes of pupils and age appropriate equipment is allocated with strict enforcement in place</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</p> <p>All staff advised to maintain social distancing wherever possible.</p> <p>SEND, EHCP children to have the guidance and rules explained to them in a way they will understand. This to be led by SENDCo.</p>			
		<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Follow government guidance on social distancing in school, minimise contact and mixing by altering, as much as possible, the</p>	<p>Outdoor equipment should be frequently cleaned following use by each group</p> <p>Assemblies will take place outdoors whenever possible.</p>		



			environment (such as classroom layout) and timetables	<p>If indoor assemblies or gatherings do take place they will take place with groups of no more than 90.</p> <p>Supply teachers will be kept to a very minimum, with the same supply teacher being used wherever possible (this arrangement with a supply teacher has already been agreed)</p>			
Mass gatherings	M	Health of Staff, Pupils, Visitors, Families Reputation	Review assembly arrangements	<p>Assemblies will take place outdoors whenever possible.</p> <p>If indoor assemblies or gatherings do take place they will take place with groups of no more than 90.</p>		L	
Pinch Points – Start of school	H	Health of Staff, Pupils, Visitors, Families Reputation	Soft start to the school day so not all pupils enter school at the same time using the same entrances and exits.	(See Class Organisation Document)	Head Teacher	M	

<p>Pinch points – Transition, lunch and break</p>	<p>H</p>	<p>Health of Staff, Pupils, Visitors, Families</p> <p>Reputation</p>	<p>Review transition and break times (including lunch), so that all children are not moving around the school at the same time</p> <p>Has a one-way system been considered</p> <p>Are arrangements in place for hand washing before and after eating?</p> <p>Are arrangements suitable for providing meals for pupils at risk?</p>	<p>(See Class Organisation Document)</p> <p>'Soft Start' so children not all arriving at once.</p> <p>Soap and water or alcohol-based hand sanitiser available at all times all around school.</p> <p>Packed lunches to be offered for all FSM and UFSM Children who are not able to attend school for Covid related reasons.</p>	<p>SLT</p> <p>Site Manager / Caretaker</p> <p>Site Manager / Caretaker</p> <p>SLT</p> <p>SLT to arrange – Cleaners to complete</p>	<p>M</p>	
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					Lunchtime Organisers  SLT to communicate		
Pinch Points – End of school	H	Health of parents / pupils / staff  Reputation	Discourage parents picking up their children from gathering at the school gates.	(See Class Organisation Document)	SLT to implement and communicate  Staff to monitor	M	
Ventilation in School	H	Health of	Where possible, all spaces should	Prop doors open, where safe and appropriate to	Site Team	L	

		pupils / staff / parents Reputation	be well ventilated using natural ventilation (opening windows) or ventilation units	<p>do so (all fire doors must be shut in the event of a fire alarm activation), to limit use of door handles and aid ventilation, open windows.</p> <p>All pupils and staff are reminded to dress appropriately for colder weather (jumpers/fleeces etc) due to the need to keep doors and windows open where possible.</p> <p>Heating will remain on throughout the school day.</p> <p>In the event of extremely cold weather it may be appropriate to close their doors/windows; however these will be opened once again once the room is vacated.</p> <p>Rooms where ventilation may be a problem all have CO2 monitors. If CO2 levels are high, extra measures will be considered (e.g. air filters, moving the class/group)</p>			
Cleaning of School	H	Health of	Ensure school	Get in touch with public	Site Team /	M	

		<p>pupils / staff / parents</p> <p>Reputation</p> <p>Financial</p>	<p>has appropriate arrangements for cleaning premises prior to opening and increased arrangements during the school day in hot spots. (There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting)</p> <p>Review cleaning hours and coverage</p>	<p>sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</p> <p>Avoid using Just In Time purchasing method, ensuring adequate stocks are maintained</p> <p>Remove rubbish daily and dispose of safely</p> <p>Cleaners informed of extra duties or additional external support arranged and supervisor/Site Staff to check cleaning has been done.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach - surfaces that children, young people and staff are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light</p>	<p>Caretaker</p> <p>Finance Team</p> <p>Cleaners</p> <p>SLT / Site Manager / Caretaker</p> <p>Cleaners</p>		
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			<p>switches, bannisters, handles, furniture, learning aids, IT equipment, sports equipment, phones, fingerprint scanners, photocopiers and kettles more regularly than normal</p> <p>Clean and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"><li>• Objects which are visibly contaminated with body fluids</li><li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li></ul> <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids</p> <p>When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"><li>• Disposable cloths, or</li><li>• Paper rolls and disposable mop heads</li></ul>	Cleaners		
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				<p>When cleaning and disinfecting, use either:</p> <ul style="list-style-type: none"><li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li><li>• A household detergent, followed by a disinfectant with the same dilution as above</li><li>• An alternative disinfectant, that's effective against enveloped viruses</li></ul> <p>Make sure all cleaning staff:</p> <ul style="list-style-type: none"><li>• Wear disposable gloves and apron</li><li>• Wash their hands with soap and water once they remove their gloves and apron</li></ul> <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, you might need to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p> <p>Wash any possibly</p>			
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			<p>contaminated fabric items, like curtains and beddings, in a washing machine.</p> <p>Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>Launder any possibly contaminated items on the hottest temperature the fabric will tolerate. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <p>Dispose of any items that are heavily soiled or contaminated with body fluids.</p> <p>Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <p>Place these bags in a suitable and secure place away from children and</p>	<p>Cleaners</p> <p>Cleaners</p> <p>Cleaners</p> <p>Cleaners / Caretaker</p> <p>Caretaker</p>		
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				<p>mark them for storage. Wait until you know the test results to take the waste out of storage. If the individual tests negative, put the bags in with the normal waste. If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either your:</p> <ul style="list-style-type: none"> <li>• Local waste collection authority (if they currently collect your waste)</li> <li>• Or, by a specialist clinical waste contractor</li> </ul>			
Pupil Hygiene	H	<p>Health of pupils / staff / parents</p> <p>Reputation</p>	<p>Follow Government Guidance for Cleaning in Schools.</p>	<p>Employed cleaners to undertake additional cleaning during schools day</p> <p>Contract cleaners or school employed cleaners to be used each evening / morning</p>	<p>SLT</p> <p>Site staff and cleaners to ensure measures are</p>	M	

			<p>Implement Government guidelines by allowing additional access to hand washing and sanitising liquids.</p> <p>Staff, Parents/Carers and Visitors are all required to wear masks at morning and afternoon pick up, as well as any time they are in a communal area of school.</p> <p>Potential 'pinch points' within school have been considered. Staff and visitors are required to wear masks whilst in communal areas.</p> <p>Ensure that all adults and children clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered - on arrival at the setting, before and after eating, and after sneezing or coughing.</p> <p>Ensure that help is available for children and young people who have trouble cleaning their</p>	<p>completed.</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>All staff</p>		
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			<p>Ensuring good respiratory hygiene. use a tissue or elbow to cough or sneeze and use bins for tissue waste promote the 'catch it, bin it, kill it' approach</p> <p>Assurance over compliance</p>	<p>hands independently</p> <p>Children are encouraged not to touch their mouth, eyes and nose. Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p> <p>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>Ensure that tissues are available in each room and bins for tissues are emptied throughout the day</p> <p>Quality assurance checks to be completed to ensure standards are met and cleaning staff understand requirements</p>	<p>Site staff</p> <p>Cleaning staff</p> <p>Site Manager / Caretaker</p>		
Sickness	H	Health of pupil / staff / parents  Reputation	Process to be followed should pupil or staff member fall ill with symptoms	All staff to follow process outlined in the Sickness Flow Chart if a child falls ill with COVID symptoms. Disseminate flowchart to	SLT	L	

			<p>all staff.</p> <p>Designated staff are fully aware of the NHS Test &amp; Trace Protocols, should they be required and are fully able to explain the process to anyone they need to.</p> <p>All cases of COVID related absence to be recorded and discussed with Attendance Team. In confirmed cases or a large rise in potential cases, Local Health Protection Team will be contacted to inform them and to seek guidance. (see Outbreak Management Plan)</p> <p>In the case of a local lockdown, class closure or Covid - 19 related absence; all pupils will have immediate access to home education through Class Dojo. Teachers will also arrange a virtual session weekly, using Google Meet. (See Remote Learning Policy on the school website)</p>	Site Manager / Caretaker		
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				All staff members will be given the opportunity to work from home as much as is possible (eg PPA time). In the case of staff working from home equipment will be provided to enable them to do this effectively.			
Sickness	M	Health of pupils / staff / parents Reputation	Building can be arranged to accommodate sick people until they are collected or sent home	Intervention room next to the staff room has been repurposed as an isolation sick bay. It has : <ul style="list-style-type: none"> <li>• A door that can be closed</li> <li>• A sink and wash facilities</li> <li>• A window for ventilation</li> <li>• Close to toilets</li> </ul>	Site manager / Caretaker		L
Communication	H	Reputation	All parents / carers are kept up to date with all relevant school procedures and risk assessment	Parents are directed to website or Class Dojo app. Class Dojo is updated daily.  Pupils are also made aware of who to inform should they become ill  Ensure staff are clear on: How to get in touch with the parents of children at school if they need to	SLT  All staff  SLT		L

				pick their child up If you need to contact social workers if the pupil is a vulnerable child			
Control of Cross Contamination	H	Health of pupils, staff, parents  Reputation  Financial	Assess appropriateness of classroom contents in light of likelihood of repeated touching by more than one pupil and ease of cleaning.  Reduce the use of shared resources, such as stationery and other equipment:	Educational Resources;  - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.  - Pupils will be encouraged to only bring essential items to school such as a coat, reading book and a lunchbox. Children will be asked to wear PE Kit to school on days with PE, to minimise items brought to school.  - Outdoor play equipment should be frequently cleaned following use by each group.	Teachers with Caretaker  Cleaners  Teachers / Lunchtime staff  SLT to arrange	L	

				<ul style="list-style-type: none"><li>- Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li></ul>	SLT and Teachers to arrange  Teachers  Teachers / Head of Department  PE lead / Lunchtime staff		
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Signed: Mr D Ritchie, Mr R Coughlan, Mr D Hemington

Copies passed to: Dominic Hemington, Ryan Coughlan