



## St. Francesca Cabrini Primary School – Covid19 Risk Assessment

Ref No	Risk Assessment Title	Assessor name	Assessment date	Review date
	Covid19 - Risk Assessment	M. Lawton-Quinn/D. Murphy	September 2021	Weekly
<b>How communicated to staff</b>	Staff Share/Emailed/Website		<b>Date communicated</b>	September 2021

Ref	Tasks, Issue	People carry out tasks or those at risk	Our Safety Measures
(a)	Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>*Health and Safety Policy</li> <li>*First Aid Policy</li> <li>*Infection Control Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>*The Health Protection (Notification) Regulations 2010</li> <li>*Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>*DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. bodily spillage training.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>- DfE</li> </ul>



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			<ul style="list-style-type: none"><li>- NHS</li><li>- Department for Health and Social Care</li><li>- PHE</li><li>- The school's local health protection team (HPT)</li><li>- Southwark Local Authority</li></ul> <p>Staff and governors are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus or are displaying any symptoms.</p> <p>GDPR- Confidentiality Policies are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>
(b)	Poor hygiene practice	Staff, visitors, pupils, contractors, parents	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</p> <p>Visitors are permitted on to the school site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas.</p> <p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. (This</p>



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			<p>will be demonstrated daily along with hygiene expectations by the class teacher)</p> <p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p> <p>Cleaners are employed to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>All classes to have cleaning kits to clean tables, touch points etc. throughout the day.</p> <p>The SLT &amp; Premises officer arranges enhanced cleaning to be undertaken where required, for example in a class where a confirmed case of Covid19 has been reported.</p>
(c)	Ill health	Staff, visitors, pupils, contractors, parents	<p>Staff and parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Any pupil or member of staff who displays signs of Coronavirus are advised to follow the <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a> which sets out that they should arrange to have a test to see if they have coronavirus (COVID19). Whilst awaiting the test result they should self isolate. Other members of their household/support bubble (including any siblings) do not need to isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>The isolation period for the positive case following a positive result includes the day symptoms started for the symptomatic person, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the</p>



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		<p>household starts to display symptoms they will need to start their 10 day isolation period and book a test.</p> <p>If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the medical room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the medical room, move them to an area which is at least 2 metres away from other people.</p> <p>If unwell pupils and staff are waiting to go home, they are instructed to use the downstairs disabled toilets to minimise the spread of infection. The toilets will be put out of use and tapped closed until the toilets are able to be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves.</p>
(d)	Confirmed Case of Covid19	<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p>



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			<p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household do not need to self-isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>From the 16th August, the legal requirement to self-isolate for contacts of a positive case ended for everyone aged under 18, and for adults who have been fully vaccinated.</p> <p>Staff who come into contact with a positive case are advised to have a PCR test.</p>
(e)	Spread of infection	Staff, visitors, pupils, contractors, parents	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, PSHE.</p> <p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Cleaning kits are available in all classrooms.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p>



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(f)	Poor management of infectious diseases	Staff, visitors, pupils, contractors, parents	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff to carry out PCR tests twice weekly.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Deputy Headteacher.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Headteacher or Deputy Headteacher is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Headteacher or Deputy Headteacher immediately once a pupil has tested positive for coronavirus.</p> <p>The SLT &amp; Premises officer monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>
(g)	Lack of communication	Staff, visitors, pupils, contractors, parents	<p>School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus.</p>
(h)	PPE	Staff, visitors	<p>Most staff in schools will not require PPE beyond what they would normally need for their work.</p>



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			The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID19.
(i)	Managing Entrance and Egress	Staff, pupils, parents	Year groups to arrive and depart from school at the same time.
(j)	Class sizes and layout	Staff, pupils	Mixing is permitted.  Class groupings to resume. Children no longer required to sit in rows and face the front.  Tables, touch points to be cleaned throughout the day by TA/Premises staff.
(k)	Social Distancing		Social distancing came to an end on the 19 <sup>th</sup> July.  Children can mix. Consistent groups (Bubbles) will no longer be required.  In the event of an outbreak social distancing measures may temporarily be put back in place.
(l)	Visitors		Visitors wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  Contact details are no longer needed to comply with track and trace.
(m)	Physical	Staff &	Ventilate all spaces using natural ventilation where possible.



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	Environment/Ventilation	pupils	<p>Open windows, prop open doors. Fire doors, in accordance with regulations, are not to be propped open. Premises officer opens windows/vents in classrooms when opening the building.</p> <p>Heating to be on throughout the day during the winter months. All classrooms can adjust the temperature of their radiators.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>The risk of air conditioning spreading coronavirus (COVID19) in the workplace is extremely low.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows.  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>
(n)	Face Masks	Pupils, Staff, Parents & Visitors	<p>Whilst guidance states that face masks are not mandatory, school requests that parents and visitors wear them whilst on site.</p> <p>All staff are permitted to wear masks or face shields at any/all times.</p> <p>Staff are advised to wear face covering at pick up and drop off.</p> <p>In the event of an outbreak face coverings measures may temporarily be put back in place.</p>
(o)	Off Site Activities/After School Clubs	Staff & Pupils	<p>All offsite activities can take place.</p> <p>Breakfast Club &amp; After school clubs can take place</p>





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			Wrap Around Provision is available.
(p)	Lateral Flow Testing	Staff	<p>Asymptomatic testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home testing in September. This will be reviewed at the end of September.</p> <p>Primary age pupils (those in year 6 and below) will not test.</p> <p>Confirmatory PCR tests are required for Staff with a positive LFD test result. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>
(q)	Contact Tracing	Staff	From Step 4, close contacts will be identified via NHS Test and Trace.

### Additional actions taken to manage this risk

No.	Action required	Action target date	Person responsible	Notes Comments	Date completed
1.					

### Notes of ongoing issues or concerns relating to this assessment.

Previous version of Risk Assessment updated following Schools Coronavirus Operational Guidance – July 2021 being released and England moving to Step 4.

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