

RISK ASSESSMENT



Activity: St. Vincent's R.C. Primary School whole school return in September 2021

Location: All areas

Assessment conducted by Senior Leadership Team

Date Completed: May 2020

Updated: 01.09.2021

The purpose of our updated risk assessment is to address any additional transmission risk of the Covid-19 virus during school operating hours. It has been updated in-line with the latest guidance from the UK Government, which states:

"Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health."

"We no longer recommend that it is necessary to keep children in consistent groups ('bubbles')."

"Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19."

"Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

If you have a substantial increase in the number of positive cases in your school (see Stepping measures up and down section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your contingency plans cover this possibility."

Schools COVID-19 operational guidance

Updated 27 August 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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

THIS RISK ASSESSMENT WILL BE KEPT UNDER CONSTANT REVIEW.

St. Vincent's RC Primary School has incorporated national and local government advice into this updated Risk Assessment document. We are confident that our systems and safeguards will mitigate the risk of infection for staff and pupils whilst promoting good attendance, good mental health and high levels of wellbeing for all.

The “system of control” which will be at the heart of how St. Vincent’s RC Primary School operates is in two parts as follows:

Prevention: current measures as per latest government guidance

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.
- Clean hands thoroughly frequently (more often than usual).
- Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach to sneezing and coughing.
- Continue enhanced cleaning, including cleaning frequently touched surfaces.
- Encourage social distancing wherever possible.
- Keep occupied spaces well ventilated.
- Where necessary, wear appropriate personal protective equipment in specific circumstances as identified below.
- Follow Public Health advice on testing, self-isolation and managing confirmed cases of COVID 19.

Response to any infection: as per Outbreak Management Plan – see Appendix A

- Promote and engage with the NHS Test and Trace process: following Covid-19 procedures when notified of a positive case.
- Manage confirmed cases of coronavirus (COVID-19) within the school.
- Contain any outbreak by informing and following local health protection team advice.

PREVENTION

	Hazard/ Aspect	Who is affected	Risk Level (H/M/L)	Controls in Place	Residual Risk Level (H/M/L)	Additional Controls	Residual Risk Level (H/M/L)
1.	<p>Minimise contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms do not come into school</p> <p>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school</p>	Pupils and Staff	H	<p>Child or adult with symptoms</p> <ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they are unwell in any way, have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Any employee or pupil who displays coronavirus (COVID-19) symptoms, should arrange to have a test. If the test is returned negative they can return to. If staff/pupils test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status. Individuals should also continue to self-isolate immediately if they display COVID-19 symptoms. <p>All members of the school community must stay at home if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test in the last 10 days they have been told to self-isolate by NHS Test and Trace or their public health protection team. 	L	<p>Any person displaying symptoms must not return to school until they have completed the required isolation period and/or received a negative coronavirus test, in line with government guidelines. Children with temperatures cannot return until they have been 24 hours fever free, without the need of medication to assist, in line with PHE/DfE guidelines.</p> <p>In the majority of cases, school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools will take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would be carefully considered in light of all the circumstances and the current public health.</p>	L

				<p>NB if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school.</p> <p>For a pupil or adult who develops symptoms during the school day, please see separate risk assessment for 'dealing with a suspected case of Covid-19 in school'.</p>		<p>Staff, pupils and families will be reminded that they must not attend school, even if they are feeling better, until they receive their test results.</p> <p>The isolation period includes the day the pupil/ staff member became unwell and the next 10 full days.</p>	
2.	Transmission of virus due to insufficient hand hygiene	Staff and pupils	H	<ul style="list-style-type: none"> • Staff must ensure (as far is reasonably practical) that pupils clean their hands regularly (can be a combination of washing and/or sanitising) with frequency and rigour. • Pupils (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance. • Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content). • Ensure bins are emptied regularly. 	M	<ul style="list-style-type: none"> • Posters to be displayed prominently around school to promote hand washing throughout the setting in order to build regular hand washing into the culture. • Staff to help small children and those with complex needs to wash their hands thoroughly. 	M/L
3.	Transmission of virus due to insufficient respiratory hygiene	Staff and pupils	H	<p>Face coverings</p> <ul style="list-style-type: none"> • Staff will be encouraged to wear a face mask when travelling on School transport. <p>Ensuring good respiratory hygiene</p> <ul style="list-style-type: none"> • St. Vincent's RC Primary School promotes the 'catch it, kill it, bin it' approach, posters are displayed prominently in classrooms and around school in order to embed this into the culture. • Where possible, windows and doors will be left open to ensure that the rooms are well ventilated. • Appropriate consideration given to ventilation when holding events e.g. Parents' Meetings. 	M	<p>Reintroduction of face coverings for staff in communal areas and classrooms may be introduced as a reaction to possible future high infection rates (see Appendix A)</p>	L

				<ul style="list-style-type: none"> • Staff to increase the ventilation while spaces are unoccupied (for example, between lessons, during break and lunch, when a room is unused). • Sufficient stocks of tissues/sanitiser in place for pupils and staff to use. • Ensure internal office spaces are well ventilated at all times. Keep doors open, where possible, to allow air flow. 			
4.	Transmission of virus through insufficient cleaning of surfaces	Staff and pupils	H	<ul style="list-style-type: none"> • Enhanced cleaning will occur within the setting using the standard cleaning products. When there has been a confirmed case in school a deep clean will be initiated. • Bins used to dispose of cleaning materials such as sanitising wipes and paper towels are lidded and are emptied frequently to avoid overflow. • Hand-sanitising facilities are available in all classrooms and communal areas where appropriate. • Pupils are taught the correct way to use hand sanitiser. • Toilets are regularly cleaned. • Pupils are encouraged to wash their hands thoroughly throughout the day but particularly after using the toilet. 	M		L
5.	Transmission of virus through contact between individuals	Staff and pupils	H	<p>In Classrooms/ lessons</p> <ul style="list-style-type: none"> • Ensure good ventilation at all times. • Where possible, staff should attempt to keep 2m distance between pupils and colleagues. • Outdoor PE and play are encouraged. <p>It is acknowledged that social distancing is not possible with younger children, so good hand and respiratory hygiene and an enhanced cleaning schedule is important.</p>	M	Parents to be reminded of the benefits of social distancing and will continue to socially distance from each other whenever possible.	M

				<p>Measures elsewhere</p> <ul style="list-style-type: none"> • Staff meetings will be held in large rooms that allow for social distancing. • In staffroom - access to cleaning products provided to allow staff to wipe surfaces etc. before and after use. <p>Other considerations</p> <ul style="list-style-type: none"> • Where face to face meetings with a parent take place, it will be ensured the room is well ventilated and large enough to allow for social distancing. • Maintain and share established Covid-19 procedures for contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout and across different groups. • Outdoor competition between schools to take place within the system of controls and following National Governing Body guidance. • Swimming sessions will continue following the Swim England guidance. • Staff to maintain good hygiene & social distancing when using defined staffroom areas during break time. 			
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Response to infection

6.	<p>Test and Trace</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the community</p>	<p>All staff and pupils</p>	<ul style="list-style-type: none"> • St. Vincent’s RC Primary School understands the procedures to be followed in the PHE guidance. • St. Vincent’s RC Primary School communicates regularly to staff, parents/carers that they must book a test (PCR) if they or a pupil is displaying the main 3 symptoms of COVID (or some of the more widely attributed symptoms of COVID). • If school becomes aware that someone who has attended the setting has tested positive, PHE procedures will be followed. • Pupils and staff members who receive a positive LFD or PCR test should let School know immediately. • All are required to report the test result via the NHS Online reporting system for both negative, void and positive test results. NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts (see Appendix B for details). • NHS Test & Trace will contact those who test positive – or their parent or legal guardian – to identify close contacts. They will ask a series of specific questions to help the individual understand what is meant by a close contact, making it easier for them to be identified. Please note that being in a setting with an individual who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact. <p>From 16 August 2021:</p> <ul style="list-style-type: none"> • Pupils under 18y 6m and fully vaccinated adults are exempt from any legal requirement to self-isolate when identified as a close contact. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. • Close contacts will be identified directly by NHS Test and Trace and will no longer be routinely involved in contact tracing. Pupils who record a positive LFD or PCR test should let School know immediately. • Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is within their own household. • Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • Schools must contact PHE if there is an outbreak within school. • PHE team may also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended – as identified by NHS Test and Trace. <p><i>NB - school do not need evidence of negative test results or other medical evidence before welcoming pupils back after a period of self-isolation.</i></p>	<p>All staff and parents have been informed the following to clarify information:</p> <p>Please do not send your child into school if THE CHILD have COVID-19 symptoms or is awaiting test results (even if you have organised the test as a precautionary measure only). If this is your situation:-</p> <ul style="list-style-type: none"> - Please contact school through the school office to inform them of the absence/s (just as you would for any absence) but please explain if your child/ren have symptoms and the onset date. - Your child/ren may only return to school if they receive a negative result and only then if they have NOT had a temperature for the previous 24 hours. Please contact the school office to inform the negative result and confirm the absence of any symptoms. - Any positive results must be shared with school immediately.
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7.	Asymptomatic testing	Staff	<p>Testing is voluntary for staff. Staff not undergoing testing can attend school.</p> <p>Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals.</p>	<p>Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. 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 the pupil can return to school and contacts end their self-isolation. Those with a negative LFD test result can also continue to attend school and use protective measures.</p>
8.	Contain any outbreak by following local health protection team advice	All staff and pupils	<p>If an outbreak occurs (in line with government and PHE advice on numbers of cases) school will implement measures dictated by the local authority (LA), the director of public health, Public Health England (PHE) and Gov.UK.</p> <p>Reaction to high infection rates</p> <p>School will ensure it keeps up-to-date with infection incidents and the latest guidance in the local area. If contacted by PHE or the LA regarding a high level of infection in the local community, the following actions may be recommended:</p> <ul style="list-style-type: none"> • Reintroduction of face coverings for staff in communal areas and classrooms. • Trips and visits are postponed. • Events and cross bubble activities are postponed. • Visitors are not permitted onto the School site unless essential to a child's development or wellbeing or to manage an essential need (ie. site maintenance). • Clinically extremely vulnerable (CEV) pupils and adults are advised to review individual risk assessment conducted. <p>Following high levels of risk and infection</p> <p>Attendance restrictions will only be used as a last resort when, subsequently, we would move to high-quality remote education without delay.</p>	<p>Local authorities, directors of public health and PHE protection teams can recommend implementing measures as part of their outbreak management responsibilities. Where there is a need to address more widespread issues in our locality, ministers will take decisions on an area-by-area basis.</p>

Risk involving School Operations

Risk involving School Operations				
9.	Estates considerations	All staff and pupils	<ul style="list-style-type: none"> • Numerous hand sanitising stations and sinks are available around the school site. • Posters up in each washroom reminding staff and pupils to wash their hands thoroughly for 20 seconds following PHE guidance. • Ensure all statutory safety checks are carried out. • Ensure all classroom windows that can be opened are able to be opened safely. 	
10.	Educational Visits	Staff and pupils	<p>The school has followed the School's Operational Guidance for advice on trips.</p> <p>Educational Day Visits</p> <ul style="list-style-type: none"> • Educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. • Visits should be conducted using Covid secure measures which mirror the ones in place in this risk assessment. • The venue's risk assessment should be shared with the pupils and accompanying adults. • All visits must have a contingency for dealing with a pupil or member of staff who starts to display symptoms of Covid-19 on a visit. <p>Residential Visits</p> <ul style="list-style-type: none"> • Residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time. • Schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. • Specialist advice available from the Outdoor Education Advisory Panel (OEAP) 	Risk assessments for each trip to be included on paperwork to show Covid-19 risk has been minimised
11.	Pupil, parents and staff not understanding or adhering to the 'new normal' and risk reduction measures.	Staff and Pupils	<ul style="list-style-type: none"> • Risk Assessment available on the school website prior to opening in September. • Staff training should be carried out before pupils return. • Induction for pupils: best practice, behavioural expectations etc. • Regular communication to staff, parents and pupils. 	<p>Staff given an opportunity to raise concerns and questions to ensure clarity of understanding.</p> <p>Pupil/ parents given opportunities to ask questions to clarify understanding.</p>
NB ALL STAFF TO TAKE RESPONSIBILITY FOR ALL RISK MANAGEMENT MEASURES AND TO INFORM MANAGEMENT IMMEDIATELY OF ANY CONCERNS				

Appendix A

CONTINGENCY PLAN

Extra measures to break the chain of COVID will be put in place when one of the following thresholds is reached:

- **5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
- **10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period**

At the point of reaching a threshold, school will review and reinforce the testing, hygiene and ventilation measures already in place. School will:

- Seek Public Health advice and guidance
- Consider whether any activities could take place outdoors, including exercise, assemblies or lessons
- Consider ways to improve ventilation indoors where this would not significantly impact comfort
- Consider one-off enhanced cleaning: focusing on touch-points and any shared equipment

The Outbreak Management Plan (OMP) below outlines how the school will operate if additional measures are recommended for our setting or for the local area. The Director of Public Health, Public Health England Health Protection Team or the Local Authority could recommend certain measures be re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community where other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

The school will continue to adhere to Government Guidance as it is reviewed and updated. If control measures are to be introduced parents, carers, pupils and staff will be informed of such measures promptly via communications from school.

N.B. THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT IN PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

Control Measure	Possible Actions
If there is significant concern that existing, or recently introduced, measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a variant of concern, it may be necessary to limit the number of children in school through attendance restrictions.	Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and in collaboration with Public Health and the Local Authority. In this case, school will: <ul style="list-style-type: none"> - Ensure remote learning is in place and accessible to all - Ensure provision is in place for vulnerable children and key worker children to attend (as per national lockdowns)
Temporary re-introduction of class bubbles for a specific period to reduce mixing between groups.	<ul style="list-style-type: none"> - Class bubbles - Staggered start and end times - Year group entrance and exit routes - Staggered/ limited use of communal areas- hall/dining room
Temporary re-introduction of face coverings for staff	<ul style="list-style-type: none"> - Face coverings must be worn by staff in communal areas unless they are exempt.
Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.	<ul style="list-style-type: none"> - Shielding may be re-introduced by national government - Individual risk assessments regularly reviewed - Home learning provision for children who are advised to shield
Temporary limit to certain school activities.	<ul style="list-style-type: none"> - Residential educational visits postponed - Breakfast Club numbers restricted - Open days postponed - Transition and taster days cancelled - Visitors in school limited to essential visits only

If you are a contact of someone who has tested positive for COVID-19 you will be notified by the NHS Test and Trace service via text message, email or phone and should follow the guidance given very closely.