

St Francis Catholic Primary School RISK ASSESSMENT: COMPLETED BY: EB (headteacher)

ASSESSMENT DATE: 17-08-21 REVIEW DATE:

N.B.: The Client is responsible for ensuring the accuracy of comments made in this risk assessment.

Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	Nominal risk of slight injury. Continue to monitor		
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES			3. PROPOSED ADDITIONAL ACTIONS		4. RISK LEVEL	5. ACTION OWNER	6. ACTION COMPLETE

Transmission of virus through close contact with direct transmission (coughing and sneezing)	<ul style="list-style-type: none"> Anyone who is unwell with CV-19 symptoms does not attend school setting. Hands washed regularly after each learning session for at least 20 seconds and with running water and soap Hands washed before returning to classrooms Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. PPE including a face mask worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary. 	<ul style="list-style-type: none"> Site team to check toilets are adequately stocked. Reminders to staff at each morning briefing. Portable wash basins provided 1 per ks1 class Key stage two tap trough installed outside PPE provided for staff administering First aid or caring for a staff member / pupil who becomes unwell on site with CV-19 symptoms. Keep windows and doors open where safe to do so. Only essential parent/staff meetings to take place face to face. Dialogue to be by telephone call where appropriate Whole school assemblies to be provided through zoom with year groups/phases taking turns to be present in school hall 	<p align="center">1</p> <p align="center">1</p> <p align="center">1</p> <p align="center">3</p> <p align="center">3</p> <p align="center">2</p>	<p align="center">ND</p> <p align="center">LH</p> <p align="center">EB</p>	<p align="center">Actions completed</p>
Transmission of virus through indirect transmission (touch and surface contact)	<ul style="list-style-type: none"> Children are provided a personal set of school equipment essential for learning and plastic tray to store them in. Anti bac gel at the three gates to the school and the mobile classroom Ensure hard play equipment is cleaned at regular intervals No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. Children eat packed lunch in classroom Kitchen to provide risk assessment 	<ul style="list-style-type: none"> All surfaces cleaned by cleaner at the end of the day. Hot spots such as main entrances, toilet doors and handles etc...) will be cleaned regularly by school staff. Banners/posters outside of school reminding of need for safe interaction 2m demarcations remain in place on the school site to give community a visual reminder of safe distancing 	<p align="center">1</p> <p align="center">2</p> <p align="center">1</p> <p align="center">2</p> <p align="center">1</p>	<p align="center">Cleaner</p> <p align="center">ND</p> <p align="center">BS</p> <p align="center">BS</p>	<p align="center">Actions completed</p>

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		<ul style="list-style-type: none"> Staff clean as appropriate approach when children have finished exploring resources. Classroom bins wiped when surfaces wiped Clothing kept on individual and not left lying around. Children attending school to wear warm clothing appropriate for physical activity 	<p align="center">3</p> <p align="center">2</p> <p align="center">2</p> <p align="center">2</p> <p align="center">1</p>	<p align="center">BS</p> <p align="center">Caterin g</p> <p align="center">BS</p> <p align="center">BS CB</p>	
Social distancing protocol is not adhered to.	<ul style="list-style-type: none"> Pupils and staff reassured that transitory contact is a very low risk. EYFS ratios adhered to Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations. Amend behaviour policy to reflect the importance of compliance to safety Quickly identify any pupils and staff who must adhere to stringent distancing rules as a matter of vulnerability and deploy in school appropriately to minimise risk. 	<ul style="list-style-type: none"> Site team support the management of collection by ensuring gates are opened at correct times. Use external doors to classrooms and buildings and main entrance where appropriate. 	<p align="center">2</p> <p align="center">2</p>	<p align="center">ND</p> <p align="center">CTs</p> <p align="center">EB</p>	<p align="center">Actions completed</p> <p align="center">Actions completed</p>
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Temperatures taken using infrared thermometers Home is telephoned immediately and parents must collect in line with social distancing protocol. Staff member to wear a face mask (can be a scarf etc. and gloves when moving a child to isolation room (intervention room by office). 	<ul style="list-style-type: none"> Nominated use of intervention room by office for symptomatic pupils or staff. Deep cleaned if used. PPE ordered to cover urgent requirements PPE used for staff supporting very young or disabled / unconscious staff or pupils. Existing medical room must be used for non-Covid issues 	<p align="center">3</p> <p align="center">3</p>	<p align="center">EB</p> <p align="center">EB EB</p>	<p align="center">actions completed</p>

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				<ul style="list-style-type: none"> Call 999 if symptoms are such that life appears at risk. 			
Pupil or staff have been in contact with a symptomatic staff or pupil	<ul style="list-style-type: none"> Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cold. Temperature taken of symptomatic person – if above 38 degrees inform member of SLT Follow good hand and respiratory hygiene at all times. Clean the immediate affected area and record on a cleaning log for that area. 			<ul style="list-style-type: none"> Ensure procedure is in place and understood by all staff Ensure Test centre location and procedure understood by all staff All those in proximity of infected person to be tested where possible 	3 3 3 3	DW DW SLT	Actions completed
Contact with a diagnosed case of CV-19	<u>FOLLOW ST FRANCIS COVID CONTINGENCY PLAN ATTACHED</u>			<u>FOLLOW ST FRANCIS COVID CONTINGENCY PLAN ATTACHED</u>	3 3 3	SLT	Actions completed
Insufficient staff to maintain group ratios identified in risk assessment.	<ul style="list-style-type: none"> Keep all staff informed of all decisions in good time to alleviate any concerns where possible. Ensure government guidance is followed and adhered to. Manage the impact of NEU advice. 			<ul style="list-style-type: none"> Contact families who don't respond to email to establish attendance Email staff regularly to update 	2 2 2 2	SLT EB EB	Actions completed
Danger to vulnerable staff and pupils with an underlying	<ul style="list-style-type: none"> A separate risk assessment should be completed for staff. Staffing decisions led by scientific research at all times. Individual risk assessments for pupils/staff where needed 			<ul style="list-style-type: none"> Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the new guidelines on self-isolation and testing ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, 	1 1 3	EB	Actions completed

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health condition.		distancing and hygiene			
Plan insufficiently communicated or risk assessed.	<ul style="list-style-type: none"> Complete plan in good time Identify all stakeholders who need to know info Share plan with staff and governors School lead complete risk assessment reviews regularly. 	<ul style="list-style-type: none"> All Government guidance is taken into consideration but the decision must be on the grounds of safety and not guidance or getting people to work. 	1 1 1 2 1	EB	Actions completed
Pupil and staff well-being significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> Social stories written with children. Parent views taken into consideration and school communicates how these have been responded to. Staff support line shared to all staff. Regular fresh air breaks for all children and staff. Praise and encouragement and high levels of compassion displayed at all times by all leaders. Collective Worship promotes spirituality 	<ul style="list-style-type: none"> EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns. Staff on call to provide check ins for home and school learners. Staff care services made available to staff 	2 2 1 1 1 1 1	SH All staff via EB/CB LH/CB EB Lead teacher	Actions completed
Risk of virus spreading due to emergency procedures. Risk of fire/lockdown	<ul style="list-style-type: none"> emergency procedures in place children know fire and lockdown procedures safe areas outside identified and used areas inside identified for lockdown 	<ul style="list-style-type: none"> ensure all staff have up to date knowledge of fire procedures ensure all staff are aware of lockdown procedures for different rooms identify areas inside to support social distancing measure children reminded of emergency procedures 	1 2 3 3	EB EB ND CT ND/SLT	

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		<ul style="list-style-type: none"> Emergency procedures tests undertaken ensure pupils wash hands as soon as practical 		CT	
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After consultation with all staff and completing actions to reduce risk we find that this risk assessment has a maximum risk of medium (3) with an overall risk of low/ medium risk (2/3)

LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)

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SEVERITY