

St Mary of the Angels Risk Assessment – Return to School September 2021

Objective: to maximise the number of children in face to face teaching and to minimise the control measures which may disrupt education, balanced against the risk of COVID19 transmission.

Risk Title	Who might be affected	Hazard	Control measures	Additional action / comments	Residual risk
Awareness of policies and procedures	All persons on school site	Inadequate information	<ul style="list-style-type: none"> All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures All staff have access to relevant guidance and legislation – DFE & PHE COVID 19 advice for educational settings. (latest guidance available on shared drives.) Staff are aware of infection control procedures in relation to COVID 19 by email/staff meetings. They are aware that they must contact SLT if they believe they may have been exposed to COVID19 or have been contacted by test and trace. Staff and SLT to keep up to date with latest symptoms – which may not always be cough/taste/temperature. Parents are aware of infection control procedures in relation to COVID 19 by email and social media. They are informed they must contact school as soon as possible if they believe their child has been exposed to COVID19, has been contacted by test and trace or has tested positive for COVID19. School will ensure good hygiene for everyone Pupils are made aware that they must tell a member of staff if they feel unwell. Face coverings are no longer to be worn around school communal areas. 	<ul style="list-style-type: none"> Reminders to parents to be sent prior to first day back at school with updated guidance and contact tracing information Summary of updated guidance to be sent to all staff Consideration will be given to the wearing of masks in certain situations. All staff encouraged to take the vaccine to minimise risk to themselves and others. 	M
Disruption to the running of school in	Staff, pupils, others	Infection control	<ul style="list-style-type: none"> School keeps up to date with latest local and national advice Following government & PHE guidance 	<ul style="list-style-type: none"> Ensure pupils have google class logon's for new academic year 	M

cases of local outbreak			<ul style="list-style-type: none"> • Business continuity plan up to date with essential numbers and retained by SLT • Homeworking for teachers/office/SLT is available to ensure continuity of education setting, should an outbreak occur. • Outbreak management plan is regularly reviewed and kept up to date with local guidance 	<ul style="list-style-type: none"> • Outbreak is considered 5 children/staff who are likely to have mixed closely, tested positive in a 10 day period or 10% of children/staff who are likely to have mixed closely, tested positive in a 10 day period 	
Parents on school site	Staff, pupils, parents	Infection control	<ul style="list-style-type: none"> • Car park is open for parents to use. One way system encouraged, but not enforced • Junior parents encouraged to drop children at the gate to minimise adults on school site, Drop off times is between 8.50am – 9.00am • Junior parents encouraged to meet children away from school (Y5 &6) at the end of the day 	<ul style="list-style-type: none"> • Staggered start/end times to be considered in the case of increased numbers 	M
Cleaning of school	All persons on school site	Infection control	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a daily basis – door handles, tables, chairs, toilet flushes to reduce possible contamination • All classrooms to have spray disinfectant / wipes for surface wipes at lunchtime • Light mist of disinfectant to be sprayed over tables/chairs each night • Ensure soap dispensers and hand towels are available in all toilets • Enhanced cleaning routine to be introduced in case of infection in school, based on advice from PHE. 	<ul style="list-style-type: none"> • Ask classroom staff to wipe tables and classroom door handles before children return to class 	M
Ventilation class/office	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Ensure mechanical air flow systems are operational (passivent) • Keep classroom windows open whenever possible • Keep classroom doors open to allow good air circulation • Internal fire doors should be kept open using the mechanical door stops, which close automatically in the event of a fire. 	<ul style="list-style-type: none"> • SMO to ensure vents are dust free 	M

Poor hygiene practice	Staff Pupils Others	Ill health	<ul style="list-style-type: none"> • Children must be encouraged to clean their hands regularly, with soap and water or sanitiser • Staff and visitors encouraged to wash their hands with soap and water or alcohol based sanitiser (available around the school) • Sufficient soap and hand towels available in school washrooms • Pupils discouraged from sharing cutlery, cups and food • All plates, cutlery and cups to be washed at high temperature after use • High contact spots to be regularly cleaned 	<ul style="list-style-type: none"> • All visitors to school should sanitise their hands on entry to school 	M
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids (respiratory/nasal) cleaned up with cleaning wipes and disposed of in closed top bin. • Parents informed not to bring child to school or on school premises if they show signs of being unwell and believe they may have been exposed to the coronavirus • Following a positive COVID test, staff and pupils do not return to school before the minimum exclusion period has passed (self isolation) in line with national guidance • Pupils who are unwell are not permitted to school or on school trips • The school, reviews the needs of pupils who are vulnerable 	<ul style="list-style-type: none"> • National guidance to be relayed to staff and parents 	M
Classroom management	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Class teachers and teaching assistants no longer operate from the front of the class – mobility for all staff is permitted • Tables are no longer required to be forward facing • Outbreak management plan cover the possibilities of re-introduction of restrictions on bubbles/ mixing / classroom management in the case of an outbreak. 	<ul style="list-style-type: none"> • RA for CEV pupils and staff • See outbreak management plan • Where possible, TA to wipe tables at lunchtimes to maintain good hygiene in class 	M

			<ul style="list-style-type: none"> • Continue to use cautious approach • Where possible, pupils to use individual equipment 		
Assemblies and singing	Staff Pupils	Infection control	<ul style="list-style-type: none"> • There are no restrictions in place for holding assemblies and singing in the school hall 	<ul style="list-style-type: none"> • Bubbles, outdoor assemblies may be introduced if a local outbreak occurs 	M
Playtime and using equipment	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Previous playtimes and groups can be re-instated and no restrictions in place using and sharing equipment • Equipment in EYFS / Y1 should be sprayed with disinfectant on a regular basis • Pupils encouraged not to play with equipment and then put their hands in their mouths 	<ul style="list-style-type: none"> • Equipment to be used should be easily washable • Equipment should be jet washed on a regular basis, where possible 	L
Lunchtimes	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Lunchtimes remain staggered Ks1/Ks2, as the system works well. However, there are not restrictions on pupils mixing on tables • Tables will be thoroughly cleaned and disinfected before being stored away. • Deli bar will return for Y5/Y6 initially, with a view to opening to all pupils by half term • Kitchen staff no longer need to wear masks for service • Meals/food parcels to be arranged for pupils required to be at home due to self-isolation /positive COVID19 test. • Staff assisting in the hall should continue to wear aprons and gloves, for hygiene reasons • Tables to be wiped with disposable cloths 	<ul style="list-style-type: none"> • Screen to be erected on Deli bar counter • Bubbles and staggered lunches may be re-introduced in the case of a local outbreak 	M
PPE	Staff Pupils Visitors Parents	Infection control	<ul style="list-style-type: none"> • Face coverings are no longer required for staff/visitors in class / communal areas • It is recommended that face coverings are worn in enclosed and crowded areas. Parents have the choice to wear FC around the school site. 	<ul style="list-style-type: none"> • Staff can continue to eat meals in their classrooms • Consider wearing face covering at events indoors • Wearing of face coverings may be re-introduced 	M

			<ul style="list-style-type: none"> • Staff room will be available for use, but would recommend that staff monitor numbers in the room. It is an enclosed room. • Staff room windows to be opened at all times for maximum ventilation • PPE to be readily available for any person who requires it • PPE should be worn by staff attending to staff/pupils who are being sent home due to displaying COVID19 symptoms • Standard PPE should be worn by those administering First aid. 	temporarily, in the event of a local outbreak	
Ill health	Staff Pupils Others	Coronavirus symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection (cough, loss of taste and smell, temperature) and are kept up to date with national guidance about the signs, symptoms and transmission of the virus • Any member of staff who displays signs of being unwell with COVID19, and believes they may have been exposed to coronavirus or has been contacted by test and trace, is sent home immediately. Staff to have a PCR test. • Any pupil who displays signs of being unwell with COVID19, and believes they may have been exposed to coronavirus or has been contacted by test and trace, is immediately removed from class and placed in an area where they will not come into contact with others. The individual should be supervised until collected by parents. Pupil to have a PCR test. • This area should be well ventilated. • Staff attending to a pupils should wear PPE – face covering, apron and gloves, which when removed should be double bagged before disposal 	•	M

			<ul style="list-style-type: none"> • Areas where unwell pupils/staff are sitting awaiting collection should be cleaned thoroughly after the pupil has been collected. Staff carrying out this role will wear appropriate PPE, which will be double bagged and disposed of, along with disposable cleaning cloths. • Pupils / Staff who are displaying symptoms are requested to carry out a PCR test as soon as practicable, and to advise school of the outcome. 		
Asymptomatic testing	Staff	Infection control	<ul style="list-style-type: none"> • Staff should re-start regular twice weekly lateral flow testing from Tuesday 31st August until the end of September, when the situation will be reviewed 	<ul style="list-style-type: none"> • In the case of a local outbreak, testing regime may be increased 	M
Positive cases	Pupils Staff	Infection control	<ul style="list-style-type: none"> • School is no longer responsible for contact tracing as close contacts will be identified by NHS test and trace. • School will assist NHS test and trace if requested to do so. • From 16/8/2021, children under 18 and staff who have been double jabbed are no longer required to self isolate if contacted by Test and trace as a close contact of a +ve case of COVID19. • However, those contacted will be requested to obtain a PCR test. They can remain in school while awaiting the results of said PCR test. • All individuals are encouraged to take a PCR test if asked to do so. • If Staff or pupils return a positive Lateral flow test, they should self isolate in line with the PHE guidance and take a PCR test to check if they need to continue to self isolate. • If the PCR test, taken within 2 days of the positive LFT, returns a negative test, then the pupils/staff member can return to work as long 	<ul style="list-style-type: none"> • Outbreak is considered 5 children/staff who are likely to have mixed closely, tested positive in a 10 day period or 10% of children/staff who are likely to have mixed closely, tested positive in a 10 day period • In the case of a local outbreak, parental engagement and visitors to school would be minimised. • If a member of staff / pupil is admitted to hospital following a positive test, then contact the DFE helpline 0800 046 8687, Opt 1) • If a staff member tests positive, then employer to 	M

			<p>as they are not displaying COVID 19 symptoms.</p> <ul style="list-style-type: none"> • Consideration should be given to whether parents are informed of +ve case or not. Relevant parties would be contacted by NHS test and trace. If school chooses to inform, then care should be taken so not to identify the individual (GDPR) Sample letters are available from the Gov.uk shared platform. • Parents and staff are encouraged to get vaccinated asap. 	<p>contact the self isolation hub 020 3743 6715</p> <ul style="list-style-type: none"> • If the number of staff testing positive reaches the threshold outlined above, the staff member's Test and trace account ID must be provided to the self isolation hub, so appropriate action can be taken. 	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Staff are asked to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus • School is consistent in its approach to the management of suspected and confirmed cases of coronavirus • School is informed by pupils' parents when pupils return to school after having coronavirus and the school relays that information to staff • Staff liase with HT regarding return to work date, following a period of self isolation • Standards of cleanliness and hygiene are monitored 	<ul style="list-style-type: none"> • 	M
Lack of communication	Staff Pupils Others	Unsafe practices	<ul style="list-style-type: none"> • Staff report to the HT about cases of suspected coronavirus – even if the facts are not confirmed. • School keep staff and parents informed about changes to infection control procedures 	<ul style="list-style-type: none"> • 	M
Admitting children into school	Staff Pupils	Infection control	<ul style="list-style-type: none"> • In most cases, parents agree that a pupil with symptoms should not attend school, given the risk to others. If a parent insists on a pupil attending school, SLT can refuse to accept the pupil, based on reasonable judgement and the need to protect staff and pupils from COVID 19. 	<ul style="list-style-type: none"> • If in doubt, parents urged to obtain a PCR test • Attendance restrictions are the last resort and would be a temporary short term measure in the event of a local outbreak and only 	M

			<ul style="list-style-type: none"> • Decision would be based on local knowledge and all circumstances, including hearsay. • In exceptional circumstances, SLT may refuse a pupil entry to school if, in school judgement, it is necessary to protect the setting from possible infection when circumstances have been identified by a third party. Such a decision would not be taken lightly as entry to school should only be refused in pupil is showing symptoms or has tested positive. 	<p>after all other measures had been exhausted</p> <ul style="list-style-type: none"> • In such circumstances, school would remain open for vulnerable pupils, children of critical care workers, and potentially pupils in YR/Y1/Y2 • Remote learning procedures would come into play, in the event of attendance restrictions • 	
CEV children	Staff Pupils	Infection control	<ul style="list-style-type: none"> • All CEV children should attend the setting unless specialist medical professionals provide documentation as to why non- attendance is preferable. 	<ul style="list-style-type: none"> • Individual RA for each case • In the event of a local outbreak, home working would be considered as an option 	M
CEV adults	Staff	Infection control	<ul style="list-style-type: none"> • CEV people are no longer advised to shield, but may wish to take extra precautions to protect themselves and follow the practical steps set out in guidance to minimise the risk of exposure 	<ul style="list-style-type: none"> • Individual RA for each case • In the event of a local outbreak, home working would be considered as an option 	M
Admitting people into school	Staff Pupils Visitors	Infection control	<ul style="list-style-type: none"> • No person should come into school if they have COVID 19 symptoms, have had a positive test result or have been instructed to quarantine • Staff, pupils or visitors displaying COVID19 symptoms will be sent home, advised not use public transport and walk where possible. • Pupils displaying symptoms will be removed from class and isolated, in a ventilated area, awaiting collection. Any siblings will be sent home too, for a PCR test. 	<ul style="list-style-type: none"> • In the case of an outbreak, visitors would be asked to leave school and reschedule their appointment. • Visitors may be asked to wear a face covering while moving around school 	M

Educational visits	Staff Pupils	Financial risk	<ul style="list-style-type: none"> • When booking school visits, ensure school has adequate financial protection in case of cancellation • Contingency plans should be made for each trip, should the governments guidance changes at short notice • Full risk assessments must be completed for each trip and leader should assess if the trip is appropriate and safe. i.e enclosed space with 30 children and no ventilation. • Travelling on transport – should a face covering be worn? • Consider H&S guidance before trip takes place 	<ul style="list-style-type: none"> • Consider local advice & infection rates when booking 	M
Out of school activities (wrap around care)	Staff Pupils External provider	Infection control	<ul style="list-style-type: none"> • Out of school operates with no restrictions • Ensure contact details are up to date • Ensure good lines of communication in case of positive case 	<ul style="list-style-type: none"> • Restrictions may be imposed should a local outbreak occur 	M
Out of school activities (external provider)	Staff Pupils External providers	Infection control	<ul style="list-style-type: none"> • After school activities operate with no restrictions • Clubs to be held outside. Pupils will get changed in one room. • Ensure provider has up to date contact details • External provider to contact parents in the case of a positive case • Ensure good communication with EP, should a positive case be reported 	<ul style="list-style-type: none"> • 	M
Out of school – community lease	Staff Pupils External provider Community	Infection control	<ul style="list-style-type: none"> • Activities to resume in hall after school hours • All windows and doors to be open for maximum ventilation • Tutor to ensure high frequency handles cleaned before departure • Any pools of sweat etc to be cleaned up by external provider before leaving the hall • All attendees to use santiser before entering school 	<ul style="list-style-type: none"> • 	M

			<ul style="list-style-type: none"> • SMO to clean floor early morning before school starts and spray disinfectant 		
External visitors	Staff Pupils Visitors	Infection control	<ul style="list-style-type: none"> • Meetings should be held online whenever possible 	<ul style="list-style-type: none"> • Cancel all external visitors in the case of a local outbreak 	M
School attendance	Staff Pupils	Effective management of attendance	<ul style="list-style-type: none"> • School attendance is mandatory for all pupils of compulsory school age • School will provide remote learning for any pupils unable to attend school due to self-isolation / Positive COVID19 test • Start/finish times have been relayed to parents • Parents encouraged to drop and go, not to stand at the door talking to teachers. • Parents encouraged to contact school by email/ phone whenever possible. • School remains cashless. All meals and snacks to be paid for in advance of food being taken • Absence code X to be used for those self isolating • Absence I to be used if a confirmed case of Covid19 • Absence Y to be used if a pupil is abroad and unable to attend school • Pupils to come to school in PE kit on PE days 	<ul style="list-style-type: none"> • 	
Local outbreak	Staff Pupils Parents Visitors	Infection control	<ul style="list-style-type: none"> • Implement outbreak plan depending on severity of outbreak • Consider delivering classes / assemblies outdoors • Improve any ventilation in school • Re-impose the wearing of face covering • Re-impose staggered start / finish times • Re-instate the need to wear face coverings in communal areas • Re-instate bubbles for classes across the schools for lunchtime / playtime 	<ul style="list-style-type: none"> • Refer to advice from PHE and up to date DFE guidance 	M

