

ST. BRIGID'S SCHOOL
COVID-19 RISK ASSESSMENT

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Date: 31/10/21	Review date: 01.12.21	Review date	Review date	Review date
	Review date	Review date	Review date	Review date
Summary of RA review information.				
<p>31-10-21 Following further guidance from WAG regarding Level 0 COVID arrangements, RA Template updated. Operational Guidance for Schools and Settings (from 1 September 2021) Last updated 20 August 2021) and the Local COVID-19 Infection Control Decision Making Framework for Schools from Autumn 2021. Isolation rules amended by WG 29 October 2021.</p>				

Significant hazards	Existing Measures	Assess the risk level with the controls			Identify any further actions (These actions are something you could or should do, they may or may not reduce the risk further).	Risk level after any additional controls			Additional Comments
		Severity	Likelihood	Risk Level		Severity	Likelihood	Risk Level	
Who can be harmed and how?									
Who. Employees, pupils, school visitors and contractors. (anyone entering the premises or coming into contact with individuals that do)									
How. Contraction and or transmission of Covid-19 with any of its associated outcomes.									
Transmission and or contraction of Covid-19	Compliance with National guidance on control measures so far as is practicable. (Welsh Government Operational Guidance for Schools and settings 20 August 2021) <ul style="list-style-type: none"> • Safety measures clearly identified and communicated to Staff, Learners and Parents. • Safety measures reinforced with Staff at regular staff meetings. Staff reinforce safety measures with pupils through regular learning, communications, monitoring and support. • Staff consulted on RA, control measures and operational plan. Staff feedback taken into consideration. • RA will be reviewed frequently and whenever guidance is updated. • Operational plan specific to the school is in place to detail the control measures identified in the RA. • Physical/Social distancing continues to be practised by all Teachers and Learners where practicable. 	4	2	8 (M)					

	<ul style="list-style-type: none"> • Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff, pupils, visitors and contractors do not attend if displaying Covid symptoms. • Staff and vulnerable pupils subject to personal risk assessment to determine if they are in a vulnerable group and determine any additional control measures. • If anyone becomes unwell when in the school, they will be advised to leave School as soon as practicable and follow self-isolation guidelines. • Learners who are feeling unwell/displaying COVID19 symptoms will be placed in an isolation area to wait for Parents to pick them up, • Staff are vigilant and report concerns about a pupil's symptoms to the Senior Leadership Team. • School will monitor sickness absence of pupils and report any suspected incidence of COVID19 symptoms to TTP, LEA and DCC A/I reporting system. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Lateral flow testing is in operation. • Track and Trace is in operation • Covid signage at entrance and around the school - Do not enter if displaying symptoms of Covid, keep your distance, use hand sanitiser on way in, on way out and throughout the day, wearing of face coverings in communal areas for adults and pupils aged 11 and over. • Posters are displayed throughout the school reminding pupils to sanitise/wash their hands for 20 seconds at regular intervals. • A clear protocol is in place for hand sanitation. 								
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	<ul style="list-style-type: none"> • Sufficient hand sanitising/handwashing facilities are available. • Hand sanitiser stations (60%+ alcohol) at entrance/exit doors and selected positions around the school. • Everyone asked to hand sanitise on entering and leaving the premises and at intervals through the school day. • Hand sanitiser at entrance to toilet facilities for use prior to entry, and toilet facilities regularly cleaned throughout the day. • Adults and pupils are encouraged not to touch their mouth, eyes and nose. • Adults and Learners are encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill-it'). Pupils clean their hands after they have coughed or sneezed. • Appropriate levels of cleaning through the school day and at the end of the day. • Infection control procedures are adhered to as much as possible in accordance with guidance. • Ventilation is maximised e.g. doors open where possible, windows open, air circulation operating where available. • Pupils to spend break times outside (weather permitting). • Face/visors coverings are not generally worn in classrooms (Teachers/Learners), except where staff are unable to maintain physical distancing e.g. between learners and TA/LSA. • Face coverings required in communal/social mixing areas where physical distancing is not possible (local risk assessment). • Individuals may elect to wear face coverings as a personal choice. To be supported by the School. • All official visitors/Parents/Carers are required to wear face coverings. 				<p>Local circumstances may require face coverings to be worn by staff and learners in classrooms.</p>			<p>Face coverings to be worn in corridors and in staff rooms/offices where 2m distancing is not possible.</p> <p>Parents/carers requested to contact school via phone rather than visiting where possible.</p>
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	<ul style="list-style-type: none"> • Staff and pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. • Unless eating in dining hall, lunch is to be eaten outside (weather permitting). In inclement weather, lunch to be eaten in Form rooms, but desks to be sanitised before and after eating. • Water fountains are disabled but water is available. 								
Staffing	<ul style="list-style-type: none"> • All Staff now attending School from September 2021. • HR guidance updated • Procedures communicated to all staff. • Safeguarding procedures and protocols to be maintained at all times. • Professional Association collaboration required with Unions • Full available class teams to be in every day once school reopens. Pupils will be in 5 days a week. • All staff at increased risk have individual RA. • Staff wellbeing is well supported and monitored. • Voluntary staff lateral flow test twice weekly at home on a Sunday and Wednesday. • Majority of staff have taken up the Covid Vaccine and are double vaccinated. • All staff have allocated breaks and lunch. • Maximum permitted numbers in staffrooms are marked on the doors to ensure social distancing. 	3	3	9 (M)					
School Transport / Taxis	<ul style="list-style-type: none"> • Transport assistants wear face coverings and ensuring physical/ social distancing. • LA to work with all transport providers regarding cleaning of vehicles and risk assessments for pupil transport. Pupils will wash their hands upon arrival at school. • SLT on duty every day. • Timing of journeys and staggering of incoming/exiting to be planned with DCC and transport 	2	3	6					

	<ul style="list-style-type: none"> • A transport risk assessment from DCC in place 							
Arrival / departure at School	<ul style="list-style-type: none"> • All pupils to start at the designated time. There will be no staggered start/finish times. • Pupils sanitise/wash their hands for no less than 20 seconds upon arrival and departure. • One-way system introduced for safety. • Receiving staff to wear face coverings. • Parents/Carers to wear face coverings, although encouraged to remain in their vehicles. • Learners to remain in designated classes with minimal movement unless to use toilet facilities. • Staff will ensure that learners are not left unsupervised. 	2	2	4				
Classrooms	<ul style="list-style-type: none"> • Adults to maintain a physical/social distance (preferably 2m) from each other and learners. • Close face to face interactions where unavoidable, should be kept brief. TAs/LSAs should wear face coverings where distancing is not possible between them and learners. • Learners encouraged to practise physical/social distancing. • All furniture arranged to support physical/social distancing (forward facing desks/perspex screens). • Appropriate resources are available within all classrooms e.g. IT, age specific resources. • Sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected with school anti-bac after each use. • Toilet breaks to be monitored. 	2	3	6				

	<ul style="list-style-type: none"> • Classrooms accessed directly from outside where possible. • Classroom entry and exit routes determined and appropriate signage in place. • Classrooms and other spaces well ventilated using natural ventilation (opening windows and doors where possible). • Sanitising spray and paper towels provided in classrooms for use by members of staff and pupils. • Appropriate cleaning of rooms at the end of the day. • Toys and play equipment appropriately cleaned between groups of pupils using them. • Outdoor equipment appropriately cleaned between groups of pupils. • Soft furnishings and hard to sanitise items/materials removed. • Seating plans to ensure pupils sit at the same desk. • Information posters are displayed in every classroom. 			6				Additional suitable clothing may be worn.
Break times	<ul style="list-style-type: none"> • Reduced length break times for all classes and earlier finish to minimise contact time. • High level of staff supervision during break times. Break rotas made available to staff. • No refreshments will be served at break time, however pupils will be encouraged to bring refreshments from home. • Pupils and staff instructed NOT to share food and drink. • All Learners sanitise their hands on return to their classroom. 	3	2	6				

	<ul style="list-style-type: none"> • Face coverings to be worn in all communal areas by both staff and pupils unless – exempt, outside or eating and drinking. • Pupils encouraged to physical/social distance at break times • Outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it and that multiple groups do not use it simultaneously. 							
Catering facility	<ul style="list-style-type: none"> • Normal catering arrangements in place to provide food on site, including the requirement of universal free school meals. • No Learners leave site during the school day except Sixth Form. • Where breakfast and/or lunch is provided, the provision should deliver those meals based on the Healthy Eating in Schools requirements. • Reduced unstructured times at lunchtime to ensure physical/social distancing where possible/minimise contact time. • Kitchen staff will wear face coverings when serving food. • Each year group has their own time slot to access the Dining Hall. 	1	1	1				
Cleaning and waste disposal	<ul style="list-style-type: none"> • Bins in classrooms and all office spaces. • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach • PPE available. Spillages of bodily fluids, e.g. respiratory discharges and body fluids are cleaned 	2	2	4				

	<p>up immediately in line with the Infection Control Policy, using PPE at all times.</p> <ul style="list-style-type: none"> • Capacity of cleaning staff is adequate to support the proposed cleaning regime. • Cleaning supplies and facilities around the school are in place. • All staff requested to be mindful of supporting cleaning routines. • Waste disposal process in place for potentially contaminated waste. • Leadership team monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 							
Curriculum	<ul style="list-style-type: none"> • Pupils will be in full-time. A full curriculum is offered and delivered. • PPA timetable in place • Outside space is maximised as far as practicable. • Form time is maximised for emotional and social recovery. • Work Experience will be suspended until further notice. • Each change to activity will be risk assessed and signed off by the HT 	2	2	4				
Sports lessons	<ul style="list-style-type: none"> • Social distancing to be observed as far as possible. • Face coverings not to be worn during physical activity. • PE lessons can take place outdoors and indoors. 	1	1	1				

	<ul style="list-style-type: none"> Outdoor activity to be prioritised. For indoor activities, natural ventilation must be maximised e.g. open windows and doors. Activity should minimise the use of shared equipment. All sports equipment to be sanitised prior to next lesson. Individual/non-contact sports only. School to consider team sports only where specific guidance has been issued by the relevant national governing body. Changing rooms must be well ventilated and surfaces cleaned between each use. 							
Offsite visits	<ul style="list-style-type: none"> Updated guidance on offsite visits. Any visits requested will be considered at the time of request based on Current Covid situation, operational guidance and local guidance. If a visit is agreed, a full risk assessment for Covid safety will be created and signed off before it takes place All off-site visits must be authorised by Head Teacher / Deputy Head Teacher through Evolve. 	1	1	1				
Visitors at school	<ul style="list-style-type: none"> A clear visitors' policy is in place that minimises all visitors to the school this is communicated to parents, persons requesting a visit and contractors. Visitors only by pre-arranged appointment. COVID status and Symptoms are checked before entry. 	2	2	4				

	<ul style="list-style-type: none"> • Full contact details of visitors to be recorded for track and trace. • Video conferencing and phone calls will be maximised. • All visitors are asked to wear face coverings in all communal areas and to remain socially distanced at all times from all school staff and pupils 							
Travel around school	<ul style="list-style-type: none"> • Full school population return. • Pupils will be in their class groups. • School corridor will be used minimally by staff & Learners • Learners to remain in designated classes with minimal movement unless to toilet facilities. • Learners are supported by adults and reminded of social distancing expectations. • Floor markings in general use areas to remain • Posters reminding Learners of social distancing evident for all. • The school will create a one-way system in corridors where practicable. • If weather is bad, ensure pupils have appropriate clothing for outdoors learning or reduce travel to classroom-based activities only. • All doors/ surfaces to be wiped regularly by caretaking team and staff team throughout the day. 	3	2	6				
Availability of NHS Staff	<ul style="list-style-type: none"> • LA to work with NHS around specialist staff availability (e.g. School Nurse). 	1	1	1				

Access to PPE	<ul style="list-style-type: none"> School has had a regular supply of PPE from DCC. All staff have received training in use of PPE on-line. 	2	2	4					
Lockdown procedures	<ul style="list-style-type: none"> All procedures amended in view of above changes in operational procedures. 	4	2	8					
Safeguarding and Wellbeing Policies and procedures	<ul style="list-style-type: none"> All procedures amended in view of above changes in operational procedures. 	4	2	8					
Fire evacuation procedures	<ul style="list-style-type: none"> Review Fire Risk Assessment. Staff aware of evacuation and emergency procedures. Fire Evacuation drill to be practised at start of each term. Weekly fire alarm tests as normal. Social distancing during evacuation if practicable. Social distancing practised at fire assembly point. 	3	4	12					
Water hygiene \ Legionella	<ul style="list-style-type: none"> Water hygiene routine in place. Ensure routine running of taps and water temp is carried out in line with water hygiene procedure immediately before the school re-opens. 	3	4	12					
First Aid availability and Health	<ul style="list-style-type: none"> Review DCC first aid during COVID-19 outbreak guidance. 	3	4	12					

and Safety Policies	<ul style="list-style-type: none"> Update first aider list and ensure posters around school updated to reflect this 								
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Severity		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	1 Unlikely	Very Low	Low	Low	Low	Medium
	2 Rare	Low	Low	Medium	Medium	Medium
	3 Possible	Low	Medium	Medium	Medium	High
	4 Likely	Low	Medium	Medium	High	High
	5 Very Likely	Medium	Medium	High	High	Very High

Examples of Severity

Risk Type		Examples of Severity				
Risk Type	Injury	Negligible injury but worth recording	Minor cuts, bumps and bruises	Injury with short term effect or visit to hospital	RIDDOR Level event	Single/multiple fatalities
	Damage/Loss	Negligible damage but worth recording	Minor building or equipment damage	Damage to equipment or property – short term effect	Temporary loss of facility or equipment	Total loss of building or equipment.
	Effect on Service	Negligible effect but worth recording	Effect on some Service/Citizens	Noticeable effect on Service/Citizens	Detrimental effect on Service/Citizens	Loss of Service/ Adverse PR