

COVID-19 RISK ASSESSMENT – September 2021

We share the Government’s priority for schools 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 are continuing with our Covid control measures:

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

and have updated this Covid risk assessment accordingly.

Parents may also wish to read the DfE guide for parents alongside this updated risk assessment: [What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

Identify the hazards (anything that can cause harm):	Who might be harmed?	What measures are in place to reduce the risk?	What further action is needed to reduce the risk? (State actions)	Estimate Risk Low Med High
School building – prepared so that pupils, staff, visitors, and volunteers can attend safely during Covid-19 period.	Staff, children, visitors, and volunteers	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Parents will be sent a copy of the updated risk assessment at the beginning of term and will have access to the updated risk assessment on the website. • Parents will be reminded of handwashing requirements and illness triggers and will be asked to regularly remind and reinforce with their children • Classroom windows to be always open to allow ventilation throughout the day. Children to be advised to wear extra layers under school uniform on cold days. 		<p>Low</p> <p>High – if there is illness</p>

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COVID-19 All children, staff, volunteers, and visitors on site during Covid-19 period.	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Parents will have access to the updated risk assessment on the website • Pupils will be reminded of handwashing requirements and illness triggers • Daily registers and robust attendance procedures will continue; all children will be expected to be in school each day from September 2021. • Parents will be discouraged from gathering at the school gates or in the school vicinity. • Parents and staff may choose to continue to wear a mask for drop off and pick up when standing at the gate. • Parents ensure that school has at least one emergency contact who will be available during the school day if required in an emergency. • Parents do not come into the school except in emergency (to be reviewed in October)– in which case they should use the main entrance and contact the school office via the intercom system at the door. • Information posters are present across site on hygiene. • All Children will come to school with a named water bottle, school/book bag, named pencil case for KS2 children, lunch box (if required), coat, and snack (if required). • Each Early Years child will have in school a change of clothes– these will stay in school until the end of term. 	<p>Children separated at entry and exit by use of Early Years, Key Stage 2 and field gate.</p> <p>Ensure staff and volunteers have read the risk assessment and sign to ensure they fully understand and comply.</p>	Low
COVID-19 Staff, volunteers, and visitors on site during Covid-19 period.	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Staff will be responsible for their own health assessment – if they feel unwell, they must stay at home and evaluate their condition and notify the Headteacher in the usual way. • Staff will continue using the lateral flow test twice weekly at home to test for asymptomatic virus, record their results online and inform school immediately if a positive result is recorded. In which case they must book a PCR test immediately and self-isolate until the result is confirmed. 	Ensure staff and volunteers have read the risk assessment and sign to ensure they fully understand and comply.	Low

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		<ul style="list-style-type: none"> • If a member of staff is unwell with Covid-19 symptoms at school, they must inform the Headteacher and leave the site immediately – they should then ensure that they book a PCR test as soon as possible: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Colleagues who have had contact with a symptomatic employee will be reminded of the symptoms and advised to follow NHS online guidelines • Employees with COVID-19 or suspected COVID-19 will self-isolate as per Government guidelines. • Staff and volunteers will be sent a copy of this risk assessment • Staff personal risk assessments will be written with the HT/SBM and put in place as needed • All staff will understand and rigorously promote handwashing measures • All used cups, plates etc. must be placed in the dishwasher immediately after use. • Staff and their school-placed children may enter the site via the main entrance. Staff children will then be taken straight to their classroom from 8:20am at the earliest and will remain there. • Children of staff will be dropped off and collected from their classroom • Hand sanitizer will be available in School Reception, the office and classrooms – for adult use only, in addition to handwashing • PE kit will be worn to School on the days when children have PE. 		
COVID-19 Vulnerable Employees	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Managers will identify more vulnerable employees through discussions and individual Risk Assessments will be put in place as appropriate • It is a member of staff's responsibility to inform the HT if there is a change of circumstance 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Med

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COVID-19 On arrival and departure	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • Year 1-6 pupils are welcome to enter school site via either the KS2 or field gate (whichever is closest) to minimise congestion around the gates. (8.40 – 8.50am gate will be open) • Departure, the Key Stage 2 gate will be open from 2.55pm for 3pm pick-up. One parent can come through the KS2 gate and stand on the KS2 or KS1 playground, children will be sent out to their parents and then they depart via the field gate. • A staff member from each group welcomes the children and escorts them into the building through their designated door (Year 1, 3 & 4 enter through their classroom fire door; Year 2, 5 & 6 go straight to their cloakroom) • The children carry their own equipment; this will include – named water bottle, school/book bag, named pencil case for KS2 children, lunch bag if providing their own, and coat. • The children enter the room and will immediately wash their hands in the classroom. (Year 6 in resource area) The reverse of this will take place at the end of day. • Children are supervised by an adult when washing their hands throughout the day: on arrival; after playtime; before and after lunch; before going home; and after using the toilet (where children cannot be supervised washing hands after the toilet in afternoons due to lack of staff available, they will be regularly reminded to do so by adults). 		
Reducing stress and anxiety – caring for mental health	Staff, pupils and parents	<ul style="list-style-type: none"> • Parents have been given guidance on preparing their children for being in school. Communication is extremely important before and during this time • The office will be staffed daily 8.30-3.30pm so that parents can phone for reassurance if required • Everyone will adhere to our Catholic values and act in love and kindness • Any member of staff/pupils feeling vulnerable/ upset/ unsure is treated with respect – they are listened to, and appropriate solutions or advice will be sought. • The curriculum will continue to include a focus around PSHE and well- 		Med – we will seek further professional advice as needed

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		<p>being.</p> <ul style="list-style-type: none"> • Most staff have previously undertaken trauma training and will be able to provide support as needed 		
COVID-19 School day/ classroom and shared space safety	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • All classroom hard surfaces will be thoroughly cleaned after school each day • All bins will be emptied by the cleaner daily • Used tissues and handtowels to be placed in marked lidded bin in classrooms for appropriate disposal by cleaner. These will be emptied daily. Extra bin liners and gloves available in the classroom for staff to use if bin becoming too full during the day. • Antibacterial spray/wipes available in classrooms for adult use during the day if required. • Handwashing routines to be enforced as regularly as required – guidance is a minimum (Children will be supervised by an adult when washing their hands throughout the day: on arrival; after playtime; before and after lunch; before going home; and after using the toilet. NB where children cannot be supervised washing hands after the toilet in afternoons due to lack of staff available, they will be regularly reminded to do so by adults.) • Children should be discouraged from touching their faces • iPads will be disinfected after each use before being returned to the trolley for recharging • Classrooms should be clutter free and surfaces tidy • Classrooms, staffroom, and offices will be kept well ventilated (windows opened) to allow air to flow freely. • Large gatherings such as whole school worship or key stage assemblies will be avoided or held outside to reduce the risk of transmission (to be reviewed in October). • Singing, wind and brass instrument playing can be undertaken again now. 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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COVID-19 office procedures	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • Access to photocopier is one staff member at a time • The phones/ keyboards and photocopier will be wiped at the end of everyday • Hand sanitiser available at photocopier for staff to use after photocopying. 		Low
COVID-19 lunch and break time procedures	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • Lunches will be eaten in the hall, tables will be wiped before being used for lunch and again afterwards. • Playground areas - two classes out to play on each playground 		Low
COVID-19 Someone who is infected entering the premises	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Deliveries are left at front porch or in entrance hall as appropriate after the bell has been rung/ office notified • Information posters are present at entrances • Necessary maintenance carried out by external contractors outside of school hours e.g., yearly gas service or emergencies. • Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the end of every day. • All face-to-face fundraising events cancelled until further notice (to be reviewed in October) • All volunteers, outside agency employees and curriculum contracts will be asked to read and follow this Covid risk assessment and our school procedures. • Staff and parents are encouraged to let the school know in advance if they or their child is planning to attend school when a household member has tested positive. 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Someone becomes ill in the	Staff, children, volunteers,	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Persons showing signs of COVID-19 are sent home immediately and 	Ensure staff and volunteers have read the risk assessment and sign to	Med

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workplace	visitors	<p>advised to follow NHS guidelines online</p> <ul style="list-style-type: none"> • Best practice hygiene requirements are being followed. • Staff communicating daily to assess and evaluate the risks • Information posters on hygiene are present as appropriate • Regular cleaning of frequently touched areas take place • If a child becomes ill parents to be informed immediately – child to wait in the SBM office and leave the building from that room; only use disabled toilet which will be cleaned after use. • Member of staff waiting with child to be collected will wear appropriate PPE • If a child or adult tests positive for Covid 19 NHS Test and Trace will inform the individual of the next steps. • If the PCR test result is negative the child/adult may return when feeling well enough. • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending our school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • All close contacts will be advised to book a PCR test by NHS Track and Trace but may continue to attend school whilst waiting for the result. If positive, NHS Test and Trace will inform the individual of the next steps. • Children and fully vaccinated adults who have been close contacts of Covid-19 no longer need to self-isolate unless they are symptomatic and may continue to attend school if they feel well enough to do so. • Staff that are a known close contact will be encouraged to lateral flow test for 10 days while they remain in work. 	ensure they fully understand and comply.	
COVID-19 Contaminated workplace	Staff, children, volunteers,	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Deep clean company called in if required 	Ensure staff and volunteers have read the risk assessment and sign to	Med

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	visitors	<ul style="list-style-type: none"> • Best practice hygiene requirements are being followed. • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Only necessary maintenance carried out by external contractors during school hours. 	ensure they fully understand and comply.	
Escalation/Contingency Framework	Staff, children, volunteers, visitors	<p>The Escalation/Contingency Framework (August 2021) includes the new thresholds at which schools might consider seeking public health advice and circumstances in which local health protection teams or directors of public health might recommend schools introduce some additional measures.</p> <p>The thresholds for seeking public health advice from 23rd August 2021 are:</p> <ul style="list-style-type: none"> • 10% or more (approximately) of a class or year group (or equivalent other group) been confirmed as positive for COVID-19 in the previous 10 days* • 5 or more confirmed COVID-19 cases in a single class or year group (or other equivalent groups) in the previous 10 days* • 10% or more (approximately) of all staff been confirmed as positive for COVID-19 in the previous 10 days* • 2 or more cases in 10 days in students who are boarding in a school or in a residential setting such as holiday camp or in a SEND educational setting* • If your educational setting is experiencing interest from the media. • There have been any admissions to hospital or deaths in your student or staff population due to COVID-19. <p>*At least one of these cases should be PCR positive i.e., laboratory confirmed.</p> <p>Actions to consider once a threshold is reached</p> <p>At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:</p> <ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes 	We may wish to seek additional public health advice if we are concerned about transmission in our school, either by phoning the DfE helpline (0800 046 8687, option 1) or contacting Oxfordshire's Education Covid Team: Educationcovid19@oxfordshire.gov.uk	High

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		<ul style="list-style-type: none"> • ways to improve ventilation indoors, where this would not significantly impact thermal comfort • one-off enhanced cleaning focussing on touch points and any shared equipment <p>Additional action that could be advised by public health experts In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.</p>		
COVID-19 Workplace gatherings	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • Stay and play sessions etc. are cancelled until further notice (to be reviewed in October) • Staff meetings to be held in a well-ventilated classroom or the hall until further notice. • Parent meetings to be held via Microsoft Teams (to be reviewed in October). 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Self-isolation and wellbeing	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> • UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) • NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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COVID-19 Travel	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) Parents and Staff are advised to walk, cycle or drive where possible and to wear masks if using public transport 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Med
COVID-19 Visiting other sites or home visits	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> Staff to follow Covid risk assessments when visiting other sites Staff to wear masks and wash/sanitise hands before and after each home visit 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Other building users	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> Access to car park is restricted to staff and essential contractor/deliveries only 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Governor and other professionals meeting	Governors, staff, children, volunteers, visitors	<ul style="list-style-type: none"> UK Government guidance being followed School Covid-19 Operational Guidance (August 2021) Governors to follow school risk assessment and procedures when attending governor meetings on site. 	Ensure Governors have read the risk assessment and sign to ensure they fully understand and comply.	Low
COVID-19 Hygiene	Staff, children, volunteers, visitors	<ul style="list-style-type: none"> High contact areas to be cleaned everyday Clean equipment used daily – it is the class teacher’s responsibility to highlight what needs cleaning including IT equipment. Hand sanitiser available at the entrance, in the school office and in each classroom for adult use only Heighten awareness of good handwashing practise and good personal hygiene Staff room tea towels to be changed daily Antibacterial spray and paper towels available Hand towels and soap to be replenished frequently 	Ensure staff have read the risk assessment and sign to ensure they fully understand and comply.	Low

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		<ul style="list-style-type: none"> All children to be reminded of the handwashing routines – regularly communicated with home and refreshed PPE (gloves and aprons) only to be worn when personal care for children is required Sufficient and appropriate cleaning material sourced and available Extra handwashing will take place before using communal areas (library and ICT Room) 																														
Monitoring Arrangements Ensure staff and volunteers are vigilant and follow policies and procedures at all time Review as needed	<p>Relevant employees and volunteers have all been informed of this updated risk assessment. Governors to sign when they have read and approved.</p> <table border="1" data-bbox="353 742 1742 1101"> <thead> <tr> <th data-bbox="353 742 689 790">Name</th> <th data-bbox="689 742 1025 790">Signature</th> <th data-bbox="1025 742 1361 790">Name</th> <th data-bbox="1361 742 1742 790">Signature</th> </tr> </thead> <tbody> <tr> <td data-bbox="353 790 689 837">M Delany-White</td> <td data-bbox="689 790 1025 837"><i>M Delany-White</i></td> <td data-bbox="1025 790 1361 837">Debbie Brooks</td> <td data-bbox="1361 790 1742 837"><i>D. Brooks</i></td> </tr> <tr> <td data-bbox="353 837 689 885">Fiona Rooney</td> <td data-bbox="689 837 1025 885"><i>F Rooney</i></td> <td data-bbox="1025 837 1361 885">Stuart Smith</td> <td data-bbox="1361 837 1742 885"><i>S. Smith</i></td> </tr> <tr> <td data-bbox="353 885 689 933">Sam Martin-Morrissey</td> <td data-bbox="689 885 1025 933"><i>S Martin-Morrissey</i></td> <td data-bbox="1025 885 1361 933">Debbie Brown</td> <td data-bbox="1361 885 1742 933"><i>D Brown</i></td> </tr> <tr> <td data-bbox="353 933 689 981">Fr Jamie</td> <td data-bbox="689 933 1025 981"><i>J McGrath</i></td> <td data-bbox="1025 933 1361 981">Jakub Pilc</td> <td data-bbox="1361 933 1742 981"><i>Jakub Pilc</i></td> </tr> <tr> <td data-bbox="353 981 689 1037">Barbara Habayeb</td> <td data-bbox="689 981 1025 1037"><i>B Habayeb</i></td> <td data-bbox="1025 981 1361 1037">Ann-Therese Moloney</td> <td data-bbox="1361 981 1742 1037"><i>AT Moloney</i></td> </tr> <tr> <td data-bbox="353 1037 689 1101">Octavia Armstrong</td> <td data-bbox="689 1037 1025 1101"><i>Octavia Armstrong</i></td> <td data-bbox="1025 1037 1361 1101"></td> <td data-bbox="1361 1037 1742 1101"></td> </tr> </tbody> </table>				Name	Signature	Name	Signature	M Delany-White	<i>M Delany-White</i>	Debbie Brooks	<i>D. Brooks</i>	Fiona Rooney	<i>F Rooney</i>	Stuart Smith	<i>S. Smith</i>	Sam Martin-Morrissey	<i>S Martin-Morrissey</i>	Debbie Brown	<i>D Brown</i>	Fr Jamie	<i>J McGrath</i>	Jakub Pilc	<i>Jakub Pilc</i>	Barbara Habayeb	<i>B Habayeb</i>	Ann-Therese Moloney	<i>AT Moloney</i>	Octavia Armstrong	<i>Octavia Armstrong</i>		
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