


Risk Assessment Form

Subject	Coronavirus	Risk Assessment Form Hazard Identification/Consideration of Risk	Version no.	1
Location	 <p style="font-size: small; margin: 0;">The Pope Francis Catholic Multi Academy Company</p> <p style="color: blue; margin: 0;">Our Lady of Lourdes</p>		Completed by	Catherine Barton
Person(s) at Risk	Employees, visitors and contractors		Other persons involved in the assessment	Daniel O'Connor
Date of Assessment	10/09/2021		Review Date	August 2022 or earlier if required

Hazard Description	Control Measures in Place	Likelihood	Severity	Risk factor	New Control Measures Identified
<p>Awareness of policies and procedures</p>	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE 				

	<ul style="list-style-type: none"> - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) <ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via SchoolComms. They are informed that they must contact the school as soon as possible if their child is showing any signs of coronavirus or have tested positive via a PCR test. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Requirements of the Data Protection Act to maintain confidentiality are followed at all times. This includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 				
Poor hygiene practice	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. • Pupils wash their hands for no less than 20 seconds with soap before and after break times, at lunchtimes, having been to the toilet and any time they return to the classroom having been outside. 				

	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Bar soap is not used. Liquid soap dispensers are installed and used instead. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupils do not share cutlery, cups or food. • All utensils are cleaned thoroughly before and after use. 				
Cleaning and waste disposal	<ul style="list-style-type: none"> • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Enhanced cleaning regime is in place in line with https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#control-measures. • Capacity of cleaning staff is adequate to enable enhanced cleaning regime. • Adequate cleaning supplies and facilities around the school are in place. Only staff with suitable COsHH training will replenish supplies should these run out during the school day and prior to the cleaning staff being on site. • Arrangements for longer-term continual supplies are also in place. • Enough time is available for the enhanced cleaning regime to take place with staff leaving the school site by 5.30 pm. • Waste disposal process in place for potentially contaminated waste. 				
Ill health	<ul style="list-style-type: none"> • Staff have been informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, a high temperature and/or a change of or loss of taste or smell, and are 				

	<p>kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is moved to an empty room whilst they wait for their parent to collect them. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. • Any staff who are with the children will put on PPE (disposable gloves, apron, face mask and goggles if appropriate). The PPE will be kept in the medical room. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are cleaned thoroughly once vacated. • If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Parents are advised to arrange for their child to take a PCR test as quickly as practicable and to ensure their child remains at home until the result is known. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. 				
Spread of infection	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately, using PPE at all times. • Pupils are instructed to cough or sneeze into a tissue where possible or to use their elbow if not, and to dispose of the tissue in waste disposal units immediately afterwards. 				

	<ul style="list-style-type: none"> • Pupils clean their hands after they have coughed or sneezed. • Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. • Parents are informed 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. • All adults are requested to wear masks/face coverings on the school site where social distancing cannot be maintained. • Parents are encouraged to walk or cycle to school rather than drive. • Parents of children who are displaying symptoms of coronavirus must arrange a PCR test for their child and to self-isolate until the result is known. 				
Poor management of infectious diseases	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the Principal. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and PPE is worn where appropriate and necessary. • The Office Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Lack of communication	<ul style="list-style-type: none"> • Class Teachers report to the Principal any cases of suspected coronavirus, even if they are unsure. • The Principal contacts PHE if the number of confirmed cases exceeds 20% of the class. • School put into place any actions or precautions advised by PHE. • School keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 				
Partial school closure	<ul style="list-style-type: none"> • The school communicates with parents via SchoolComms regarding any updates to school procedures which are affected by the coronavirus pandemic. 				

	<ul style="list-style-type: none"> • Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene. • Pupils working from home are assigned work to complete to a timeframe set by their teacher. • The Principal maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning. This includes their plan to monitor pupils' learning while not in school. • The pupil Behavioural Policy and Staff Handbook in terms of their Code of Conduct are adhered to at all times, even while working remotely. • The Principal ensures all pupils have access to school work from home. • School ensures that all technology used is accessible to all pupils, alternative arrangements are put in place where required. • The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to pupils. • The Principal liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. 				
Classrooms	<ul style="list-style-type: none"> • Classroom entry and exit routes have been determined and appropriate signage in place. • Appropriate resources are available within all classrooms e.g. IT, age specific resources. <i>NB: sharing of equipment or stationery is minimised where possible. Shared materials and surfaces are cleaned and disinfected more frequently.</i> • Boxes have been left outside classrooms for the collection of reading books the children take home with them. • Resources which are not easily washable or wipeable have been removed. 				

	<ul style="list-style-type: none"> Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. 				
Staffing	<ul style="list-style-type: none"> Approach to staff absence reporting and recording in place. All staff aware. Communication arrangements are in place with staff and their role in continuing to support the working of the school is clear. Plans to respond to increased sickness levels are in place. Cover arrangements determined. Consideration given to the options for redeployment of staff to support the effective working of the school. Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. Approaches for meetings and staff training in place. Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision. Approach to support wellbeing, mental health and resilience in place, including bereavement support. Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance. Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. 				
Emergencies	<ul style="list-style-type: none"> Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> PEEPs reviewed and updated in line with this new Risk Assessment. 				

	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 				
Lunch Time Service	<ul style="list-style-type: none"> • Children will be asked to bring in their own water bottles to be used at all times and so water and cups will not be provided at lunch time. If necessary, children can use the water fountains located around school to refill their bottles. • Flight trays will be used for all children having a hot meal. Cutlery will be placed on the tray by the catering staff. • All flight trays and cutlery will be washed at sufficiently high temperatures to kill off most contagions. 				
PE Lessons	<ul style="list-style-type: none"> • All PE equipment is cleaned as necessary. • Sports bibs are used by one child only and are washed after each use. • Additional washing and sanitising of hands during and after each session. • Teaching lessons outside where possible. 				
Before and After School Clubs	<ul style="list-style-type: none"> • Wraparound care clubs have reopened to all children, with staff and children adhering to the guidance contained in this RA. • After school sports club will adhere to the guidance set out under PE Lessons above. 				
Social Distancing	<ul style="list-style-type: none"> • Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. • Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. 				

	<ul style="list-style-type: none"> • Arrangements in place for the use of the playground, limited equipment to be used during break times. • School will promote the 'Hands, face, space and fresh air' slogan. 				
Pupil Re-orientation	<ul style="list-style-type: none"> • Approach and expectations around school uniform determined and communicated with parents. • Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. • Consideration of the impact of COVID19 on families and whether any additional support may be required: Financial Increased FSM eligibility Referrals to social care and other support • PPG/ vulnerable groups 				
SEND pupils	<ul style="list-style-type: none"> • Approach to provision of the elements of the EHCP including health/therapies in place. • Annual reviews. • Requests for assessment considered. 				
Safeguarding	<ul style="list-style-type: none"> • Individual pupil risk assessments are in place and welfare checks being undertaken. • Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. • Updated Child Protection Policy in place. • Work with other agencies has been undertaken to support vulnerable pupils and families. • Consideration given to the safe use of physical contact in context of managing behaviour. 				
Attendance	<ul style="list-style-type: none"> • Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious. • Approach to support for parents where rates of persistent absence are high. 				
Lateral Flow Testing kits	<ul style="list-style-type: none"> • To ensure no unauthorised access to the test kits, these are stored in a secure location with access by approved staff only. 				

	<ul style="list-style-type: none"> • Testing kits are kept inside and at temperature between 2 and 30 degrees, out of direct sunlight/heat. • Staff know who to contact if they have an incident while testing at home. • Staff are reminded to report a positive test result in a timely manner. 				
Governors/ Governance	<ul style="list-style-type: none"> • Meetings and decisions that need to be taken prioritised. • Governors are clear on their role in the planning and re-opening of the school, including support to leaders. • Approach to communication between Leaders and governors is clear and understood. 				
Events, including school trips	<ul style="list-style-type: none"> • The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. • Music, dance and drama in school can continue. 				
Finance	<ul style="list-style-type: none"> • Additional costs incurred due to COVID19 are understood and clearly documented. • Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM • Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. • Insurance claims, including visits/trips booked previously. • Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> - Cleaning - IT support - Catering • Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. 				
	<ul style="list-style-type: none"> • 				

Likelihood (Potential)			Severity (Consequences)		
Low	(1)	Harm will seldom occur	Low	(1)	Minor First Aid injury
Medium	(2)	Reasonably likely to occur	Medium	(2)	Short term injury or disability requiring medical treatment

High	(3)	Certain or near certain to occur	High	(3)	Death or major injury
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Risk Rating - Adequate Control Measures should be considered for the following:-

1 - 3 Low risk

4 - 6 Medium / Significant risk

9 - High / unacceptable risk

Print date:

Assessed by:

Sign

Authorised by:

Sign:

Risk Assessment Form

Risk Assessment – Corrective Actions Required

Risk Identified	Risk Rating	Action Required	Person Responsible	Scheduled Date for Completion	Date Completed	Likelihood	Severity	Risk Rating
						New Risk Rating after Corrective Action		

Risk Ratings - Adequate Control Measures should be considered for the following:-

- 1 - 3 Low risk
- 4 - 6 Medium / Significant risk
- 9 - High / unacceptable risk

Print date:

Assessed by Sign

Authorised by: Sign:

