



COVID-19 Risk Assessment and Outbreak Management Plan– September 2021

Site / school name:	ST MARY'S CATHOLIC PRIMARY SCHOOL		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Removal of restrictions as part of Step 4 of Roadmap ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ All staff (including CEV) will return. 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Limited sports and PE equipment ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Peter Edgington	Date of completion:	1 September 2021
Risk assessment approved by:	Governing body (via email)	Date of approval:	2 September 2021
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	Version 8

Record of risk assessment reviews

Date of review:	06/07/2020	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Needs to be updated in line with government guidance about extending size of bubbles.
Date of review:	26/08/20	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Reflects government guidance of 7 August.
Date of review:	22/09/20	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ Reflects government guidance of 22 September
Date of review:	08/10/20	Reviewed by:	SLT	Comments / date of next review:	<ul style="list-style-type: none"> ▪ In preparation for teacher trainees beginning with St Mary's



Date of review:	08/01/21	Reviewed by:	SLT and governors	Comments / date of next review:	▪ As a result of National Lockdown
Date of review:	26/02/21	Reviewed by:	SLT and governors	Comments / date of next review:	▪ In preparation for Full reopening on 8 March 2021 in line with government guidance issued on 22 February 2021
Date of Review	01/04/21	Reviewed by:	SLT and governors	Comments / date of next review:	▪ In response to STEP 1 of unlocking on 29 th March and STEP 2 of unlocking on 12 th April. To be revised again for STEP 3 on 17 March (Delayed until 17th May)
Date of Review	12/07/21	Reviewed by:	SLT and governors	Comments / date of next review:	▪ In response to delayed STEP 4 now happening on July 19 th 2021
Date of Review	01/09/21	Reviewed by:	SLT and governors	Comments / date of next review:	▪ In response to DFE guidance 27 Aug 2021



What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Complete on:
Covid 19 spreading amongst staff or pupils	Fewer than 5 children and staff infected. Unvaccinated children and their families more at risk	Frequent and thorough hand cleaning Catch it, Kill it, Bin it for respiratory hygiene Use of face masks in crowded and communal areas Appropriate cleaning regimes using germicide Well ventilated classrooms and public spaces	3	3	9	Install CO2 monitors in classrooms when provided by DFE Continue Lateral Flow Tests of all staff twice weekly	SLT	Ongoing	02/09/21
Outbreak of Covid 19 amongst staff or pupils	5 or more children/ members of staff infected	Any children / staff with symptoms or positive LFT result told not to attend, undertake a PCR test and follow public health advice on isolation and quarantining	4	4	16	If a pupil is awaiting collection they should be left in a well ventilated room on their own, monitored at a distance and collected by parents as soon as possible. Whilst awaiting PCR test they should self-isolate. PCR tests taken within 2 days of LFT tests that are negative overrides the LFT test and the pupil can return. Step measures up or down if necessary (see outbreak management plan below)	All staff	By start of academic year	06/09/21
Parent insisting child with symptoms attends school	Risk of transmission and outbreak	Parents informed of advice on managing symptoms	2	2	4	School can decide to refuse entry to child with symptoms	SLT	By start of academic year	06/09/21



Pupil arriving from amber or Red list country	Risk of transmission of Covid 19	Parents informed of advice on travel and quarantine by school office	2	2	4	School can decide to refuse entry to child	SLT	By start of academic year	06/09/21
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Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.



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Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.



OUTBREAK MANAGEMENT PLAN

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Rachel Boniface will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687)

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).



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We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via ParentMail once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils



5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. We will telephone eligible families and arrange for delivery.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by telephoning 07854 207860

If our DSL (or deputy) is unavailable, we will share a DSL with Edward Bryant Primary School

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home



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- Maintain contact, and check regularly that the pupil is able to access remote education provision