



COVID-19 risk assessment – January 2022

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|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|
| 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"> ▪ Implications of move to Plan B ▪ 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: | 5 January 2022 |
| Risk assessment approved by: | Governing body (via email) | Date of approval: | 8 January 2022 |
| Date risk assessment to be reviewed by: | Within one month of completion | Risk assessment no: | Version 10 |

Record of risk assessment reviews

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|-----------------|------------|--------------|-----|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |



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| 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 |
| Date of Review | 04/12/22 | Reviewed by: | SLT and governors | Comments / date of next review: | ▪ In response to Plan B from 21 December 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 (renewed focus) 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 Continue Lateral Flow Tests of all staff twice weekly Ensure face-coverings are worn by staff in communal areas | SLT | Ongoing | 05/01/22 |
| 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. Accompanying staff must wear PPE if treatment is being administered. 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 | Since start of academic year | 05/09/21 |



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|-----------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--------------------------------------------------------------------------------------------------------------|---------------|------------------------------|----------|
| 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 | Since start of academic year | 06/09/21 |
| Pupil arriving from outside the UK | Risk of transmission of Covid 19 | Parents informed of advice on self-isolation and testing arrangements by school office | 2 | 2 | 4 | School can decide to refuse entry to child | SLT | Ongoing | 06/09/21 |
| Staff without vaccinations | Risk of serious illness / hospitalisation | Recommend all staff are fully vaccinated. Allow paid time-off so staff can receive jabs at earliest opportunity. Prioritise pregnant women | 2 | 3 | 4 | Confidentiality and freedom of choice must be respected | All staff | April 2022 | 05/01/22 |
| Clinically vulnerable / extremely vulnerable staff | Risk of complications if Covid is contracted | All staff in the category offered individual risk assessment | 2 | 4 | 2 | Confidentiality and freedom of choice must be respected | All staff | April 2022 | 05/01/22 |
| Unventilated areas rising above 800 ppm CO2 | Any areas identified with CO2 above 800ppm will be provided with supplementary ventilation | CO2 monitors in all classrooms | 2 | 2 | 2 | Ensure all monitors are checked | WR, All staff | April 2022 | 05/01/22 |
| Infection rising above 10% in school | Risk of transmission to staff and pupils | Reduced number of gatherings, consideration of virtual parents evenings, limited visits from parents. Contractors wear face masks in building. Parents / staff report LFT results and positive PCR cases to school office. ParentMails weekly to remind pupils to test twice weekly. | 1 | 2 | 2 | Social distancing reintroduced such as one-way systems, staggered starts and finishes and virtual assemblies | SLT | February 2022 | 05/01/22 |



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

| 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. |
| 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)



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3. 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)

4. Attendance restrictions

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

4.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

4.2 Education and support for pupils at home

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



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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.

4.3 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.

4.4 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
- Maintain contact, and check regularly that the pupil is able to access remote education provision