



COVID-19 risk assessment – February 2022

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:	17/05/2022
Risk assessment approved by:	Governing body (via email)	Date of approval:	17/05/2022
Date risk assessment to be reviewed by:	Within one month of completion	Risk assessment no:	Version 13

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:	<ul style="list-style-type: none"> As a result of National Lockdown
Date of review:	26/02/21	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> In response to STEP 1 of unlocking on 29th March and STEP 2 of unlocking on 12th 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:	<ul style="list-style-type: none"> In response to delayed STEP 4 now happening on July 19th 2021
Date of Review	01/09/21	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> In response to DFE guidance 27 Aug 2021
Date of Review	04/12/22	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> In response to Plan B from 21 December 2021
Date of Review	28/02/22	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> In response to government removing all restrictions in England on 24/02/22
Date of Review	05/04/2022	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> In response to increased Covid numbers in school
Date of Review	16/05/2022	Reviewed by:	SLT and governors	Comments / date of next review:	<ul style="list-style-type: none"> In response to reduced Covid numbers in school, and general relaxation of rules across England



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 d on:
Covid 19 spreading amongst staff or pupils	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 at individual's discretion Appropriate cleaning regimes using germicide Well ventilated classrooms and indoor public spaces	3	3	9	Continue to use CO2 monitors in classrooms From 21 February, staff and pupils in mainstream schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Use of face masks at individual's discretion. Close contacts of a positive case of coronavirus will be advised to take regular lateral flow tests in line with government guidance	SLT	Ongoing	16/05/22



Outbreak of Covid 19 amongst staff or pupils	More than 10% children/ members of staff infected in one class	Any children / staff with a positive LFT result advised not to attend school and follow public health advice on isolation and quarantining	4	4	16	If a pupil presents with Covid symptoms whilst at school 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. Parents advised to administer an LFT test Step measures up or down if necessary (see outbreak management plan below)	All staff	Since start of academic year	05/09/21
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	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	There are no longer separate rules on self-isolation or testing for people who are not fully vaccinated. 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 advised to wear face masks in building. Parents / staff advised to report positive LFT results to school office.	1	2	2	Social distancing reintroduced such as one-way systems, staggered starts and finishes and virtual assemblies	SLT	February 2022	05/01/22
Educational and residential visits	Risk of transmission to and amongst staff and pupils	Full and thorough risk assessments will be carried out for all visits				School will refer to any public health advice, on hygiene and ventilation, as part of the risk assessments.	SLT	February 2022	28/02/22

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



We will continue to follow these protective measures

- Advise everyone to clean their hands thoroughly and frequently
- Make sure everyone in school practises good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Manage confirmed coronavirus cases
- Contain any outbreak by following advice from your local authority, a director of public health or UK Health Security Agency (UKHSA) health protection team

In some cases, you may also need to:

- Make sure individuals have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms
- Accommodate any extra precautions that staff or pupils who were previously considered clinically extremely vulnerable (CEV) have been advised by their clinician to take

Responding to test results or symptoms

It's no longer a legal requirement to self-isolate, even if you test positive for coronavirus. However, the government has issued [updated advice](#), including recommended isolation periods. **There are no longer separate rules on self-isolation or testing for people who are not fully vaccinated.**

If pupils come to school after testing positive, or with suspected COVID-19

School can refuse a pupil with a suspected or confirmed case of COVID-19 if, in your reasonable judgement, you need to do this to protect staff and pupils

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)

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



ST MARY'S CATHOLIC PRIMARY SCHOOL, BOGNOR REGIS.

➤ 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.

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