



St. Mary's Catholic School COVID Risk Assessment 2021- 2022



Area for concern	Who is at Risk	Risk Level Pre Action	Control Measures	By Whom	Risk Rating following control measures
Social distancing and contact between individuals and groups	Staff Children School families	High	<ul style="list-style-type: none"> The school has taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. Where possible with the junior children, classroom seating has been rearranged so that pupils sit side by side and facing forwards, rather than face to face or side on. . <p>Further Measures Throughout the School</p> <ul style="list-style-type: none"> The school will not have large whole school gatherings such as assemblies or collective worship. Assemblies will be cancelled in the event of a rise in COVID cases and a recommendation from Local Health Authority. If any Parent/ Carer or visitor comes into school for a meeting, they are expected to wear a mask and follow hygiene measures on site. We will continue to have virtual meetings with large groups of parents and limit the number of visitors on site. If an urgent meeting is required, parents will be invited into the building and will be expected to wear a mask during the meeting. Parents are not allowed inside the building in order to use the school toilets. Parents will drop their children off at the Rockingham Road entrance between 8.40 am and 8.50am. There is a one-way system for parents collecting their children from school. Parents will enter by the main entrance (Rockingham Close) and exit via the Key Stage One playground onto Rockingham Road. 	SMT Staff	Medium



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			<ul style="list-style-type: none"> Nursery children leave 15 minutes later than the rest of the school at 3.30 pm ensuring there are less people waiting in the entrance area of the school helping to ensure better social distancing. Parents have been informed of all procedures. <p>Other People on Site:</p> <ul style="list-style-type: none"> Delivery drivers and postmen/women are not allowed to enter the building unless they have large delivery package. They will buzz the door and then leave the post on the table at the entrance for staff to collect. All visitors must sign a Coronavirus Agreement Visitors etc. can give a message at the buzzer or phone the school later. Professionals and supply staff on site will be expected to follow the same hygiene and social distancing measures. 		
Spread of coronavirus through surface contamination	Staff Children Any person in the school site	High	<ul style="list-style-type: none"> There will be an enhanced cleaning regime, to clean surfaces that both children and adults are touching. Appropriate cleaning products are provided, so that staff can frequently clean their work areas during the day. Wipes are provided to wipe down surfaces that are shared such as the photocopier. Staff should wipe down surfaces after they use them. Each room has anti-viral spray, blue paper towels and anti-viral wipes. Additional classroom items will be cleared away to reduce the need for additional frequent cleaning of surfaces throughout the day. Cold compresses are put in a box beside the fridge after use to enable the cold compresses to be cleaned each day. If we are advised by the Local Health Authority, we may return to not sharing resources and increasing the cleaning regime. 	SMT Staff	Low
Personal Hygiene	Any person on the school site	High	<ul style="list-style-type: none"> Staff and pupils will be encouraged and prompted to clean hands more often than usual and to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using disposable hand towels. 	SMT Staff	Low



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			<ul style="list-style-type: none"> As a minimum, pupils and adults will be expected to clean their hands when they arrive at school, before and after breaks, before and after eating, after toileting and after sneezing or coughing. Sanitising stations are at all entrances. Hand sanitiser is placed in every room. Children will clean their hands when they arrive at school, throughout the day (playtimes etc.) and before they return home. There is no need for anything other than normal personal hygiene and washing of clothes for children and staff. Suitable hand washing facilities are available including running water, liquid soap and paper towels or hand driers and will be regularly monitored and re-stocked. All staff will inform the SMT who will inform Mr Keaveney and Miss Taberer if additional stock needs ordering. Lidded pedal bins are provided in all classrooms to place contaminated waste. Specific attention to all surfaces but especially those that are frequently touched, such as door handles, light switches, work surfaces, remote controls and electronic devices. 		
Respiratory hygiene and air quality.	Children Staff School Families and anybody on the school site	High	<ul style="list-style-type: none"> Children and adults are encouraged not to touch their mouth, eyes and nose. Children and adults are encouraged to cough or sneeze into a tissue or their elbow. They will be reminded to use bins for tissue waste promoting the 'catch it, bin it, kill it' approach. Individual lidded pedal bins are provided to pupils and adults with cold symptoms that are emptied and appropriately cleaned. Waste bins are lined with a plastic bag so that they can be emptied without contacting the contents or the inside of the bin. Staff will try to keep windows open to ventilate the rooms as much as possible to enable good ventilation in the room. 	SMT Staff	Medium
School Attendance	Children Staff	High	<ul style="list-style-type: none"> All children are expected to attend school unless they are ill, have Covid or have Covid symptoms and are awaiting a result of a Covid test. 	SMT	Low unless Covid cases spread within



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			<ul style="list-style-type: none"> Staff and children who are clinically vulnerable or extremely clinically vulnerable are expected to attend school. 		the school due to change in isolation procedures
Use of PPE and Protective measures	Staff Children School families	High	<ul style="list-style-type: none"> Each Classroom, offices and rooms around the school have a box with PPE equipment to use if needed. The boxes have disposable gloves, masks, visors and disposable aprons as well as cleaning materials. All parents have been asked to wear face coverings when on the school grounds. All visitors have been asked to wear face coverings when they are visiting the school. Staff have been advised to wear face masks at the end of the day when meeting with parents or during meetings in school. Staff can decide if they wish to continue wearing masks throughout the school day when they are in contact with others. If there are increased Covid cases, the wearing of masks will be recommended throughout the day. 	SMT Staff	Medium due to the higher transmission rate of the new variant of covid19
Contact with individuals who have COVID-19 symptoms or live with someone who does	Staff Children School Community Visitors on Site	High	<ul style="list-style-type: none"> Pupils displaying symptoms of coronavirus are taken immediately to the isolation room by one of the adults in their classroom. This room should be ventilated. They should not come in to contact with any other pupils if possible. The parents of the child must be contacted immediately and told to come and pick their child up. The member of staff caring for the child has PPE equipment to use and should try and maintain as much distance from the child. If two metres cannot be maintained, the member of staff caring for the child while they await collection, must wear appropriate PPE. This room will be subsequently thoroughly cleaned. Anyone coming onto the site, displaying COVID-19 symptoms, will be sent home. Anyone who becomes unwell in school with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) will be sent home and advised to get a PCR test. 	SMT Staff	Medium due to the higher transmission rate of the new variant of covid19



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			<ul style="list-style-type: none"> • Staff that become symptomatic will be asked to remain at home or be sent home depending on where their symptoms are first displayed. • Staff with symptoms will be advised to get a PCR test. • Staff and families can also book a test through the government website https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. • Staff will be provided with Lateral Flow Tests and will be asked to carry out tests at least twice a week. • If there is a rise in cases following Health Authority advice, staff will be asked to carry out Lateral Flow Tests more frequently or daily. • If a family are unable to book an appointment for a test, the school will provide the family with a test if they have one available. • Individuals must self-isolate for 10 days from the date when their symptoms were first displayed and will not be permitted to return to school within that period, unless their test results are negative. • Once they have vacated the premises, the area around the person with symptoms must be cleaned following the <u>COVID-19: cleaning of non-healthcare settings guidance</u> to reduce the risk of passing the infection on to other people. • In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. 		
Communication and information	Staff Parents Children External Support	Moderate	<ul style="list-style-type: none"> • All parents will be given information relating to safety measures in place by the school. • Parents will be reminded not to send children into school or come into school if they are exhibiting any symptoms. • Information relating to Covid will regularly be in the weekly newsletter. • All staff will be informed regarding safety measures in place. • All measures will be reviewed regularly and changed if needed. • The school will keep up to date with information from the DFE and Hillingdon in relation to Covid 19. • The school will always seek advice if needed regarding safety measures in place. 	SMT	Low



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			<ul style="list-style-type: none"> The Risk assessment will be put on the school website and parents and staff will be informed. The Risk assessment may be updated and changed regularly depending on the current guidance and school situation. Increased communication with parents and staff will take place if there is an increase of Covid Cases in a class. The school will contact the Covid Helpline, Public Health and the Local Health authority if needed to seek advice and guidance if there are concerns about increased Covid cases in school. 		
Specific curriculum related hazards	Staff Children	High	<p>Music</p> <ul style="list-style-type: none"> There may be an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting, even when individuals are at a distance, because droplets will travel further. The school will try to ensure music lessons are taught in larger areas such as the hall to support social distancing. <p>Physical Activity</p> <ul style="list-style-type: none"> Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene (This is particularly important in sports setting because of the way in which people breathe during exercise). The school encourages activities making break times and lessons active to help enable pupils to be physically active while encouraging physical distancing. 	SMT	Medium due to the higher transmission rate of the new variant of covid19
Out Break Management Plan	School Community	High	<ul style="list-style-type: none"> If there is a number of positive COVID previous measure may be introduced to minimise the transmission of the virus. We will seek advice from the Covid Help Line. We will take all advice from Public Health and the Local Health Authority. The school will follow the suggested Green or Amber action plans from the Health Authority. 	HT	Medium – Due to new Isolation guidelines



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			<ul style="list-style-type: none">• The school will follow all DFE guidelines.		
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This Action Plan was updated October 2021