

Coronavirus/Covid-19 Risk Assessment for Persons Attending a Primary School Setting (Full Opening)			
School/ Trust name:	Saint Jérôme C E Bilingual School Trust		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Senior leaders ▪ Teaching and classroom support staff ▪ Pupils ▪ The Welfare Officer ▪ Administrative staff ▪ Catering staff ▪ Housekeepers/ cleaners/ Site Manager ▪ External professionals or contractors who need to visit the site 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ General childcare provision during COVID-19 pandemic ▪ General site occupancy and site movement ▪ Personal hygiene ▪ Cleaning and sanitisation ▪ Serving school meals; see separate document regarding food preparation ▪ Interactions with maintenance contractors, not including the actual maintenance and compliance activities 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment ▪ Catering equipment ▪ Admin equipment including phones/ photocopier 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises 		
Name of person completing this risk assessment:	Daniel Norris CEO Headteacher	Date of completion:	3 rd September 2021
Risk assessment approved by:	Governing Body	Date of approval:	
Date risk assessment to be reviewed by:	As necessary	Risk assessment no:	006

Record of risk assessment reviews				
Date of review:		Reviewed by:		Comments / date of next review: ▪

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. pupils, staff, contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK.

Note: this risk assessment only addresses hazards directly related to physical exposure to Coronavirus/Covid-19. The school has separately considered non-physical hazards e.g. stress to staff and hazards not directly related to exposure to the virus, e.g. working at home, catering, including food preparation and building management arrangements.

Hazard - Coronavirus (SARS-CoV2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions. Government guidelines mention that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19)
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19)

The **severity** of COVID-19 remains **high** until a vaccine or treatment is available.

Likelihood is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, school cleaning measures, and social distancing measures (in accordance with government guidance) are followed the likelihood of transmission leading to a fatality will be low.

This risk assessment has been produced based on current national guidance which can be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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1a	<p>Pupils symptomatic or test positive</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>All children are expected to return to school on 6th September 2021.</p> <p>Parents/carers informed that no pupil who is symptomatic or has tested positive may attend school - they must follow the government's self-isolation guidelines and adhere to test and trace guidelines. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>All parents of children of school age are eligible for bi-weekly testing and the school encourages all parents to do this. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>	High		Head with SLT, Admin Team and Welfare Officer
1b	<p>Staff members symptomatic or test positive</p> <p>Fatal illness</p>	<p>Staff informed that any staff member who is symptomatic or tests positive may not attend school - they must follow the government's self-isolation guidelines and adhere to test and trace guidelines. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-</p>	High		Head with SLT, Admin Team and Welfare Officer

<p>i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)</p>	<p><u>coronavirus</u></p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>Staff are encouraged to have regular asymptomatic tests and inform the school if they test positive and follow this with a confirmatory PCR test. If a member of staff tests positive but does not have symptoms, they will follow the guidance of the NHS and isolate. The school offers bi-weekly testing for all staff who wish to take part. Staff will be provided with an information briefing, booklet and training in how to take the tests and report the results.</p> <p>All staff are encouraged to be vaccinated.</p> <p>Staff are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Staffing levels will be reviewed regularly to ensure that the provision is safe. Where there are insufficient staff and appropriate supply cover cannot be arranged it may be necessary to close parts of the school.</p>			
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		<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>The school will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women.</p> <p>All staff have received training in Covid-19 infection control and use of PPE.</p>			

2	<p>Classroom activities</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Government guidance no longer recommends that it is necessary to keep children in consistent groups ('bubbles').</p> <p>Children will clean hands on arrival at school, before and after break and lunch. Close supervision of hand sanitiser use given risks around ingestion.</p> <p>Regular classroom cleaning (see specification and training guidance).</p> <p>Removing ill/symptomatic persons from classroom. These children will go to welfare and be isolated if necessary. Pupils to return home if unwell. (See ref. 14)</p> <p>Cleaning equipment provided in each classroom that can only be used by staff. Staff should wear gloves for cleaning and dispose of wipes/ cloths in the lidded bin.</p> <p>Children will be supervised to wash their hands. Close supervision of hand sanitiser use given risks around ingestion.</p> <p>Help is available for children who have difficulties cleaning their hands independently. Regular reminders and teaching of handwashing with posters for reminders.</p> <p>Where staff are required to work in very close proximity to children they are encouraged to wear a disposable face mask. This is for sessional use for morning or afternoon. Staff have received training in correctly donning and doffing PPE. A PPE station is available at the entrance to each classroom. This contains disposable aprons, gloves and face masks that will be needed if a child becomes unwell. Eye protection in the form of a visor or goggles can be risk assessed if there is risk of transmission of bodily fluid e.g. vomit when 2m social distancing cannot be maintained (face mask) and for cleaning (gloves).</p> <p>Alcohol gel available for staff use when entering rooms.</p> <p>Wipes available for iPads and other high-touch resources.</p>	Medium		<p>Head with SLT, Teaching and Support Staff and Welfare Officer.</p>
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		The school has a mechanical air ventilation system that filters classroom air and ensures classrooms are well ventilated. <u>Please see air conditioning and ventilation during the coronavirus outbreak</u>			
3	Use of toilets Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Facilities to be cleaned regularly, and more often than usual. Children to be reminded to always wash their hands.	Medium		Class Teachers with support staff.

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4	Personal care (EYFS) Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	PPE only needed for: <ul style="list-style-type: none"> • children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • PPE should be worn (including eye protection) if a distance of 2m cannot be maintained from any child, young person or other learner displaying coronavirus symptoms All staff have received training from qualified person on how to use PPE correctly including hand hygiene and cleaning. Minimise close contact time without negative impact on personal care. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	Medium		EYFS Leader and Welfare Officer.

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5	One-on-one teaching and personal care for children with additional needs Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Care in line with government guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	High		SENDCO

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6	<p>Playground activities</p> <p><i>Outdoor transmission likelihood believed to be much lower than indoors but it is challenging in the outdoor space to prevent contact between children and they are more likely to have an accident.</i></p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Hand cleaning before and after each break.</p> <p>In the event of wet play children will remain in their classroom. Access to the hall may be available.</p> <p>Behaviour policy has been updated to incorporate following our infection control procedures.</p>	Low		Head, SLT, Teaching and Support Staff

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7	Corridors/ movements to other rooms, etc. Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Face coverings are no longer required but staff may choose to wear them. School lift is only to be used by one adult at a time when absolutely necessary. Children do not use the lift.	Low		Head and teaching staff.
8	Lunch Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Children wash their hands before and after lunch. All cutlery and crockery washed at a high temperature. Tables sanitised between sittings in the dining hall.	Low		Head and Chef Manager and lunchtime staff.

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9	PE and Sport Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Children will change for PE in school. PE kit will remain in school. PE lessons will take place indoors and outdoors. All events/ matches/ fixtures etc. will have an individual risk assessment. Swimming teaching will commence for pupils in Year 5. (see individual risk assessment).	Low outdoors and medium indoors		Head and PE Subject Leader and Teachers.
10	Arrival/departure Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	Pupil arrival in two locations with extended soft start time Pupils will come straight into school (YR,1,2 through the main entrance on Station Road and Y3, 4, 5 via the pupil entrance on Elmgrove Road), clean their hands and go straight to classrooms and parents will not enter the school playground or site. Collection will take place from the school playground or front entrance and has been staggered to reduce crowds. YR, Y1 and Y2 will be dismissed at 3:30pm and Y3, Y4 and Y5 at 3:40pm. Parents are requested to leave the school site promptly once they have collected their children.	Medium		Head, SLT and Teachers.

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11	Maintenance (to be done outside school hours, where possible) Fatal illness i) staff (high risk) ii) contractors (high risk)	There are no planned works at this stage. Air conditioning has been recently serviced and all filters have been changed. All regular testing e.g. water, lift, fire emergency up to date and site checked prior to reopening. Contractors if required to undertake necessary work to be advised of school's hygiene arrangements. A record of all visitors to the site including their contact details will be maintained. Where possible any works will be undertaken out of hours.	Low		Site Manager and School Business Manager.
12	Meetings with staff, parents and visitors etc Fatal illness i) staff (high risk) ii) parents, visitors etc. (high risk)	Meetings can take place but may also take place by telephone or online. Parents should contact the school office to arrange an appointment with a member of staff. Hand sanitiser to be available to visitors who enter the school premises. A record of all visitors to the site including their contact details will be maintained.	Low		Head Admin Team

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13	First Aid/III Health Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	<p>The school will follow the Health and Safety Executive published guidance on <u>first aid</u> during coronavirus (COVID-19) which provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>Use of isolation room for pupils to wait until they can be collected by parent. If staff member develops symptoms during the day they should put on mask and leave premises as quickly as possible.</p> <p>PPE specification for those administering First Aid is an apron, gloves, face mask and risk assessed eye protection.</p>	Medium		Head, SLT and Welfare Officer

14	Suspected case on site/ positive test	<p>Establish protocol and train all staff on swift and safe response to suspected cases on site.</p> <p>Designated waiting room/s for symptomatic child/children waiting to be collected (Former conference room)</p> <ul style="list-style-type: none"> • Ensure all children are reminded regularly to inform their teacher if they feel unwell • Establish clear communication protocol in school, for quickly notifying key staff and parent/carer • Child/ staff member with symptoms should go home <u>as soon as possible</u>. • While waiting for collection, the child should wait in a well-ventilated room with a closed door. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. • Specific PPE is required if a child or staff member falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> ○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained ○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary ○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) • Parents/ carers / symptomatic staff provided with self-isolation advice, and information about seeking help • Advise that testing must take place for symptomatic staff https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested and children (aged 5 or over, via 111 online service; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly. Schools should ask parents and 	High		Head, SLT and Welfare Officer
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		<p>staff to inform them immediately of the results of a test and follow this guidance.</p> <p>ONCE INFECTED PERSON HAS DEPARTED:</p> <ul style="list-style-type: none"> • Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Clean the affected area with normal household disinfectant • Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms • Headteacher follow up if test result is not received. • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. • If someone tests positive, they should follow the <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case</p>			
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		<p>and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. Employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>			

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15	Cleaning Fatal illness i) staff (high risk) ii) contractors (high risk)	According to guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings PPE in line with COSHH/cleaning risk assessment, including of metal/hard surfaces and toilet facilities. Instructions provided on how to use PPE correctly including hand hygiene. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are being cleaned more regularly than normal frequency.	Medium		Head, Site Manager and cleaners.
16	Staff facilities Fatal illness to staff (high risk)	Staff should wash their hands before and after using staff facilities. Staff should not share cups, crockery and cutlery. Staff should clean the table that they have used.	Medium		School Business Manager
17	Travel to/from school Fatal illness i) staff (high risk) ii) children (low risk) iii) adult household members of cohort (high risk)	If travelling on public transport a face-covering is required but will not be supplied by the school. https://tfl.gov.uk/info-for/media/press-releases/2021/july/tfl-reminds-customers-that-face-coverings-must-continue-to-be-worn-on-its-services-from-monday-19-july	Medium		All staff

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18	Music, singing, dance, drama and live performances.	<p>Individual, small group and whole class lessons are permitted with no restrictions on instruments or singing. The music room and hall are large well-ventilated spaces.</p> <p>Performances will be online or risk assessed with reduced numbers of attendees/ face masks.</p>	Medium		Head and Music Leader
19	<p>Educational Visits</p> <p>Use of public transport and visiting other locations</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	Educational visits will be deferred until later in the academic year. This currently constitutes an unnecessary additional risk.	Low		Head and EVC

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20	<p>Wraparound provision and extra-curricular activities and lettings of school site to external parties</p> <p>Fatal illness</p> <p>i) staff (high risk)</p> <p>ii) children (low risk)</p> <p>iii) adult household members of cohort (high risk)</p>	<p>Please see guidance: <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children,</u></p> <p>Lettings of parts of the school building will be allowed to continue where:</p> <ul style="list-style-type: none"> • A full risk assessment has been provided to the school and it is clear that the external party has clear plans to operate safely • Suitable insurance cover is in place and staff have received training in the management of suspected cases • A record of who attends the school site is kept and the school is informed of any cases of illness • Where the letting takes place at the same time as another activity that there is not contact between groups of people • The areas used can be cleaned before and after the letting 	Medium		Head and School Business Manager

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Ref	Activity/Area Risk Consequence of transmission	KEY CONTROLS OR PROCESSES IN PLACE TO MITIGATE RISK If you cannot implement all controls below, you must consider if you can safely undertake the activity Where likelihood of transmission remains High, you must consider if it is acceptable to proceed.	Likelihood of transmission with all key controls in place	COMMENTS If you cannot implement all controls	OWNER / LEAD OFFICER
21	Pupil and staff mental health and wellbeing.	<p>Pupils will have the opportunity to speak with staff about any concerns or issues and lessons and collective worship planned to specifically provide the opportunity to discuss the events of 2020-21.</p> <p>Worry box in each classroom. Dedicated member of staff who is responsible for supporting children’s social, emotional and mental health needs.</p> <p>Useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>Staff wellbeing service provided by SAS. Staff encouraged to speak to leaders.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	Low		Head

22	Contingency arrangements and plan for local outbreak or national restrictions	<p>The school will implement all DfE and NHS guidance and review this risk assessment and protective measures accordingly.</p> <p>Headteacher attends briefings and receives regular updates from the Director of Public Health in Harrow.</p> <p>For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead to consideration of taking additional action, and the steps to be worked through, can be found in the contingency framework.</p> <p>A record of all positive cases will be kept in order to assess if there may be transmission in the school setting. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>The school may:</p> <ul style="list-style-type: none"> • reintroduce consistent pupil groups (bubbles) • increase the use of PPE • return to staggered collection times • further restrict visitors to the school • Close part or all of the school and teach remotely <p>For advice contact DfE helpline (0800 046 8687, option 1)</p>			
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