

St Paul's C of E Junior School – Delivering education during the COVID-19 pandemic

This risk assessment will be distributed to all staff and made accessible to all parents via the school website.

This risk assessment has been written with reference to the following advice and guidance but within the context of St Paul's CofE Junior School:						
<ul style="list-style-type: none"> Schools COVID-19 Operational Guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/covid-19-schools-operational-guidance#risk-assessment Health and Safety Advice for Schools https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools Contingency Frameworks for Education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk) 						
Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
<p>Exposure to COVID-19</p> <p>The virus is an aerosol virus, spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>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 the ambient temperature).</p>	<p>Anyone present on site.</p> <p>General transmission may occur through close physical contact or by touching contaminated surfaces.</p> <p>Staff and pupils.</p> <p>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<p>Medical</p> <ul style="list-style-type: none"> All staff will be required to undertake twice weekly LFD testing until further notice. Anyone presenting with any of the symptoms of Covid-19, child or member of staff will be unable to attend school. This will be included in regular written communication to all parents. When there is a confirmed case within a household, in keeping with the advice from WBC, parents will be strongly encouraged to ensure their child takes a lateral flow test every morning before school for the next for 7 days (5 from 17th January), before coming to school. Where a child has attended school and tests positive, the other pupils and staff in the class will be strongly encouraged to take a lateral flow test every morning for 7 days (5 from 17th January) before coming to school. Should a child complain that they are feeling unwell or appear to be exhibiting any symptoms – wider or the classic traid - parents will be contacted and asked to collect them from school at the earliest opportunity. Where parents fail to respond to communication, the school will call all other contacts saved on SIMs A designated room and protocols are in place for the isolation of any pupil who begins to present with Covid-19 symptoms whilst on the premises. The room will be well-ventilated at all times during occupation and the supervising adult will remain at least 2 metres from the pupil, keeping them within eyesight. If they need to provide first aid treatment for a child, they will don appropriate PPE, this includes a fluid resistant face mask, plastic gloves, disposable apron and plastic visor. Any pupil exhibiting symptoms will also be given a face mask. Should the pupil require the bathroom whilst waiting to be collected, they will be escorted to the male staff toilet and a sign will be displayed on the door to say that the toilets are closed and a message sent to notify a cleaner, wearing PPE, to deep clean the facilities using bleach and household detergent. As soon as the isolation room becomes vacant, cleaners will be deployed to clean where the child was sitting and the surrounding area in keeping with the 		<ul style="list-style-type: none"> Maintain stocks of PPE. Where appropriate, advise parents of any updates to government guidance which will affect pupils and families of the school. 	<p>MC, SL</p> <p>JT</p>	

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
		<p>government guidance for cleaning non healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> Should a member of staff begin to display symptoms of Covid-19, they must inform the Headteacher or Deputy immediately and leave the school site. They should take a LFD test as soon as possible and follow UK Health Security Agency advice. If staff members are feeling unwell before arriving for work but are unsure if they are displaying symptoms of Covid-19, they should take a LFD test and contact the Headteacher or Deputy to discuss the matter prior to coming onto the school site. Where anyone attending the school site tests positive for Covid-19, the school will take appropriate action based on the advice of the UK Health Security Agency. Every child will be required to bring a named bottle of water to school each day. 				
		<p><u>Administration of First Aid</u></p> <ul style="list-style-type: none"> For anyone administering first aid, they must wash hands before and after treating a casualty. Soiled medical materials and PPE must be disposed of appropriately. Ensure that any staff who are administering first aid have been instructed in donning and doffing PPE equipment video https://www.youtube.com/watch?v=-GncQ_ed-9w <p><u>Resuscitation Council UK Statement:</u> It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p> <ul style="list-style-type: none"> When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. 		<ul style="list-style-type: none"> There will be a member of staff on site trained to use the defibrillator. Weekly defibrillator checks to ensure full battery power. 	Admin staff	

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
		<ul style="list-style-type: none"> If the decision is made to perform mouth-to-mouth ventilation, a resuscitation face shield must be used. 				
Exposure to COVID-19	Anyone present on site.	<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> Ensure that staff are aware of any safeguarding concerns that arise over any school holiday. DSLs to provide support for staff and pupils regarding any new welfare and safeguarding concerns. Staff to advise HT of any families they are concerned about/believe to be vulnerable. Update safeguarding training for all staff, including the importance of being vigilant for signs of harm, KCSIE 2021 and Prevent. First Aid refresher training for designated staff. In the event of any type of lockdown, class, whole school, local, national etc. school will maintain contact with vulnerable families each week to ascertain what support can be provided. School will continue to liaise with outside agencies such as CSC and Early Help to continue to support any families currently receiving support. Termly fire drill to be completed. 		<ul style="list-style-type: none"> Ensure staff are familiar with any changes to emergency procedures Arrangements for parents dropping off/picking up to be published to new parents 	<p>JT/SL</p> <p>WD</p> <p>JT</p> <p>MC/LE/JT</p> <p>LE</p>	
Exposure to COVID-19	Anyone present on site.	<p><u>Safety and Hygiene</u></p> <ul style="list-style-type: none"> Masks to be worn by staff when moving around the building and in communal areas. Parents to be invited to wear masks when on the school site. Anti-bacterial gel and disposable face masks will be available at the Oxford Road entrance for all staff. Plastic visors are available for any member of staff who wishes to wear one. Staff will be responsible for the safe disposal of their masks and for sanitising their visor. Staff will be required to wash their hands-on entry and prior to exiting the staffroom. Surfaces and the sink to be left clean and empty after use. Frequently used keys e.g. windows, pe store, lodge etc. to be relocated to a key safe on the wall in the admin area. Staff should sanitise after using the photocopier, laminator, guillotine, shared keys, and after contact with any other equipment which may have multiple users. 		<p><u>Cleaning Instructions to be shared with Site Controller and all cleaning staff</u></p> <ul style="list-style-type: none"> Cleaning an area with normal disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. Wear disposable or washing-up gloves and aprons for cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces bleach. Pay particular attention to frequently touched areas and surfaces, 	SW/MC	

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
		<p>Antibacterial wipes and sprays should not be used on any electrical equipment, including the photocopier.</p> <ul style="list-style-type: none"> Children will be regularly reminded of the Catch it, Bin it, Kill it message and to cough and sneeze into a tissue or the crook of their arm. Scheduled handwashing will take place regularly throughout the day, including on arrival, after break and before lunch, and after using the toilet. Children will be shown the handwashing video regularly and receive daily reminders from staff regarding the importance of thorough hygiene. Classroom stock of tissues, soap, sanitizer and hand towels will be checked and replenished on a daily basis. Frequent touch points will be cleaned by the cleaners during the morning and again in the afternoon, as well as after school – toilets, taps, sinks, door handles, light switches, glass panels in doors. Classroom tables will be thoroughly cleaned twice daily. A proportion of classroom and corridor windows should remain open to supply fresh air ventilation and high-level windows in preference to low level to reduce draughts. <p>There is a balance to be made between maintaining adequate ventilation to reduce transmission of COVID 19 and maintaining adequate temperature in the classroom. Workplace regulations require a normal temperature of at least 16° C (60°F) and this applies to non-teaching areas as well as classrooms. It is important to regularly monitor the temperature and each classroom has a thermometer built into the digital clock.</p> <p>CO2 monitors will be installed and used to support the monitoring of CO2 levels in accordance with guidance for schools. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/how-to-improve-poor-ventilation.htm</p> <ul style="list-style-type: none"> Whilst spaces are unoccupied, increased ventilation should be increased to purge the area (during break and lunch, when a room is unused). 		<p>such as bathrooms and door handles.</p> <ul style="list-style-type: none"> If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Government guidance A supply of sanitising spray, plastic gloves and disposable cloths will be available. Ensure increased ventilation measures do not compromise pupil or staff safety. Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers present at any one time. Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 	Ongoing – all staff in school	
Exposure to COVID-19	Anyone present on site.	<ul style="list-style-type: none"> Local and in school case rates to be considered when determining whether it is safe for whole school events to proceed. On PE days, kit to be worn to school. Children to bring uniform in case a change of clothes is required. 		<ul style="list-style-type: none"> Regular reminders of arrangements for parents to be included in Newsletter, including limit of 1 parent per child on site. 	Ongoing	

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
		<ul style="list-style-type: none"> Any use of shared spaces, such as the IT Suite, art and music rooms, will be in keeping with the latest government guidance and advice from subject leaders, Headteacher and Deputy head. 				
		<p><u>Start and end of the day</u></p> <ul style="list-style-type: none"> Staff will be on duty at the Murray Road gates at the start and end of the day. Teachers will meet pupils on the playground each morning and return to the designated area with their pupils for collection. 		<ul style="list-style-type: none"> As above. 	JT & SL – ongoing, via Newsletters	
Insufficient staff to provide satisfactory and safe supervision of pupils due to Coronavirus	Pupils at risk of inadequate supervision	<p>In the event of a significant outbreak of confirmed Covid-19 cases the minimum number of staff required to meet the operational needs for the safe opening of school will be:</p> <ul style="list-style-type: none"> 8 teaching staff (this may include supply teachers); 8 support staff; 2 members of the admin team (minimum); Site Controller; Headteacher or Deputy DSL or Deputy DSL <p>This is the equivalent to 20 staff (8 of which MUST be teachers) and must include at least our First Aider at work as well as 1 paediatric first aider per year group.</p>		<p>Contacts for school closure:</p> <ul style="list-style-type: none"> Governors Wokingham Borough Council Caterlink Meadow Nursery Walter Infants Energy Kidz Club Providers Cool Milk Berkshire Maestros I-Rock Canine Assisted Learning 		
		<p><u>Trips, events and sporting fixtures</u></p> <p>All trips will be planned and risk assessed with regard to the latest Covid-19 guidance for Schools and the additional guidance issued by WBC Health and Safety team on 12/11/21. All trip documentation, including RA will be entered onto the Evolve system.</p> <p>In the run up to any event, the school will review the number of confirmed cases in school and at the venue and, if necessary, the trip will be rescheduled.</p> <p>All pupils, staff and volunteers will be strongly encouraged to complete a LFD test on the morning of the trip and any child who does not have access to a test/whose parents did not carry out this check, will be given a face mask to wear on the outbound and return coach journey.</p>			Team Leaders, WD & admin staff	

Potential Hazards	Who might be harmed and how?	Existing control measures	Risk rating	Further action required?	Completed by & date	Risk rating now?
		<p><u>Visitors on site</u></p> <ul style="list-style-type: none"> When scheduling appointments for visitors/contractors, staff will advise regarding mask wearing on site and check that on arrival that the visitor does not have any symptoms. Visitors will sanitise their hands before entering the building and wear a mask at all times. 		<ul style="list-style-type: none"> Only essential maintenance (ensuring the H&S of the pupils and staff) will be carried out when school is in session. No contractor will be permitted to visit school without making an appointment with the Site Controller/member of the finance team/headteacher 	SW/MC	