

Risk Assessment Form

Subject	Covid- 19 Cleaning and Hygiene	Risk Assessment Form Hazard Identification/Consideration of Risk	Version no.	1
Location	 <p style="margin: 0;">The Pope Francis Catholic Multi Academy Company</p> <p style="margin: 0;">St Thomas More Catholic Primary School Oxford Road Kidlington Oxford OX5 1EA</p>		Completed by	Jamie Brown
Person(s) at Risk	Employees, Pupils, visitors and contractors		Other persons involved in the assessment	Lisa Doda, Helen Skertley and Breda Bowls
Date of Assessment	20 th June 2021		Review Date	4 th Jan 2022

Hazard Description	Control Measures in Place	Likelihood	Severity	Risk factor	New Control Measures Identified
Infection with Covid-19 of high risk individuals Any persons in building and any persons they come into close contact with after leaving the premises	<p>. High risk staff members Staff members who have received both doses of vaccine but require a booster vaccine can use face coverings in class in addition to other health and safety precautions already in place.</p> <p>LFT</p>	2	2	4	Identified staff as being ‘at risk’ to work in accordance with additional personal RA agreed by Headteacher. Individual RAs will include medical concerns.
<p>. Infection with Covid-19 of high risk individuals</p> <p>Any persons in building and any persons they come into close contact with after leaving the premises</p>	<p>High Risk pupils attending school Contacting parents of suspected high risk pupils</p> <p style="text-align: center; color: red; font-weight: bold;">MCH</p>	2	2	4	Children who have are high risk will have an individual risk assessment where a parent confirms that their child has been identified by the GP as being clinically vulnerable.

<p>Transmission of Covid-19 whilst arriving and being collected from school</p> <p>Any persons in building and any persons they come into close contact with after leaving the premises</p>	<p>All children from Reception to Year 6 will enter the playground through both gates from 8:35am and line up with their parents awaiting the arrival of the teacher who will greet the children on the playground at 8.45am and taken to class at 8.45am. Each year group will line up in their designated area of the playground in register order.</p> <p>Nursery children will also enter through both gates with parents taking them through the EYFS garden and meeting class teachers. Children and adults will leave the EYFS area (am and pm) via the side the side gate.</p> <p>At the end of the school day children Reception to Year 6 will be released by their class teacher onto the playground. Each year group has its own designated area where parents will wait to collect their children. Gates will be locked promptly at 3.25pm to encourage rapid turnaround once children have been collected from the class teacher.</p> <p>Teachers will wear face coverings when collecting and dismissing children on the playground. Parents are invited to wear face coverings also.</p>	2	2	4	<p>Letter to parents explaining new arrangements, including reminders to socially distance as much as possible when on the school premises. Inform parents where to find risk assessment on school website. Parents need to deliver and collect children promptly.</p>
<p>Transmission of Covid -19 between individuals in school if persons with symptoms are present.</p>	<p>Clear guidance to staff, parents and carers not to attend school (including the perimeter area) if they, or anyone</p>	2	2	4	<p>Create A3 poster to be displayed in the entrance.</p> <p>Draw visitors' attention to the poster</p>

<p>Any persons in building and any persons they come into close contact with after leaving the premises</p>	<p>in their family group is exhibiting symptoms.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>The most common symptoms of coronavirus (Covid-19) are recent onset of</p> <ul style="list-style-type: none"> • new continuous cough and/or • high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently been abroad to a country on the government red list • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms</p> <ul style="list-style-type: none"> • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p>				
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	<p>If a member of an individual as household tests positive, other members of that same household are not required to isolate if they are fully vaccinated, they are under 18.5 years old, are taking part or have taken part in a Covid vaccine trial or are not able to get vaccinated for medical reasons. They should however, have a PCR test.</p>				
<p>Entry to and exit from the building (in relation to Covid transmission)</p> <p>Any persons in building and any persons they come into close contact with after leaving the premises</p>	<p>All staff/ visitors are encouraged to wear a mask when entering the building, in all shared areas. When in meetings with closer proximity and/ or over 15 minutes rooms are to be well ventilated and consideration given to distancing.</p>	.2	2	4	
<p>Physical Distancing children (in relation to Covid transmission)</p> <p>Adults and pupils in school and wider family groups</p>	<p>Children will no longer be in bubbles however strict hand hygiene and an awareness of the amount of space we should give one another remains a focus across all year groups. The school will make best endeavours to encourage physical distancing. Break times will be return to a more familiar format with KS1 and KS2 taking separate slots on the playground. Again, supervising staff will make best endeavours to encourage physical distancing. Lunch time will be organised as follows: We aim for all children in Years Reception to 6 come into the hall to eat and spend 30 minutes in the hall during their allotted slot.</p>	2	2	.4	<p>Check quantities of PPE (masks, visors and gloves) and order more if required.</p> <p>Children need to be reminded about hand hygiene via training videos/ lessons</p>

	<p>Different year groups will be seated at separate and well-spaced tables. Tables will be wiped between use by supervising adults. Staff in food serving areas can wear gloves and masks if they wish to.</p> <p>Each year group in the hall has an agreed table</p> <p>11.30 - 12.00 Reception 11.45 – 12.15 Years 1,2&3 12.15 – 12.45 Years 4,5&6</p> <p>The outdoor play areas will be timetabled to avoid congestion. Children will use the toilets designated for their class. Handwashing/ sanitising will be monitored. Children will sanitise before entering the toilet area. Classroom sinks will be used in addition to basins in the toilets to avoid overcrowding. Each class teacher will oversee the hand washing basins. Door handles and push plates, which are touched regularly, are wiped at regular intervals through the day. (after morning break and after lunch) Children’s mobile phones will be put in class boxes and locked in the office if brought in to school. Staff should remain aware of social spacing themselves from others as much as possible. Staff can wear face coverings as they wish where they</p>				
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	<p>would feel more comfortable during this time.</p> <p>Windows will be kept open as much as possible and outdoor learning will be encouraged.</p> <p>At break and lunchtimes, classroom doors and windows should be opened fully to enable maximum ventilation.</p> <p>KS and Gospel assemblies will be held in the hall. Gospel assemblies will be delivered in 2 sessions: Session 1 for Y4,5,6 and session 2 Y1,2,3.</p> <p>Collective Worship will take place in classrooms for each individual class.</p> <p>At lunchtime food will be eaten in the lunch hall with Nursery children eating in their classroom.</p>				
<p>Physical Distancing Staff and other Adults</p> <p>(in relation to Covid transmission)</p> <p>Adults and pupils in school and wider family groups</p>	<p>Physical Distancing Staff- All staff to remain aware, social distancing and providing space as far as possible. Take additional precaution e.g. wearing a mask where this is not possible and in all shared areas unless eating.</p> <p>Staff Room</p> <p>The staff room windows will be opened by Breakfast club staff every morning and shut at the end of the day.</p> <p>Use of the staff room should be monitored with a maximum number of adults eating, discouraged for eating as this needs to be done without a mask. All others should be wearing a mask and minimise the time spent in the room.</p>	2	2	4	Communicate systems and processes clearly.

People eating must be at least 2 meters apart and all others should where possible.

Staff MUST sanitise before entering any staff room to ensure shared kettles/ taps etc are free from contamination.

The library is now being used as EYFS/KS1 staff room and the main staff room for KS2.

A maximum of 4 people may use the staff rooms at any one time – please always respect social distancing.

Antiviral spray will also be available in the staffroom. Staff room tables, cupboards and door handles will be wiped after break and after lunch by members of staff using the room.

Staff Meetings

Staff meetings will be held virtually through Google Meet. Up to 4 members of staff may join a staff meeting collectively from a school classroom so long as they maintain appropriate distancing whilst doing so and the room is ventilated. Additional precautions should be taken e.g. wearing a mask.

Staff Toilets

Hands MUST be sanitised before entering the toilet and washed before leaving. Taps and basins should be sprayed with disinfectant spray after every use.

Office

The office hatch will remain closed to ensure that office staff are safe from any persons in the entry lobby. The office

	<p>will have some ventilation via an open window.</p> <p>Staff wishing to speak with office will phone or go to the office hatch wearing a face covering if physical distancing is not possible.</p> <p>Staff making phone calls to parents will use the working room phone in front of the principal's office. Hands must be washed /sanitised before and after using the phone and the phone must be wiped using anti-viral spray.</p> <p>Turn it On should wear a mask and work away from the office staff in a ventilated area.</p> <p>Other Offices</p> <p>A maximum of 3 people should be present in the Head's office (office 2) at any one time. A maximum of 2 people should be present in the small office (working room) at any one time, with space for traffic to get to the Head's office.</p> <p>As several members of staff use this space on a rota basis staff should wipe the desk and phone (if used) when they leave.</p> <p>Photocopy Room</p> <p>Only 1 person at a time can enter the printer/photocopier room.</p> <p>Hand sanitiser is available outside the door and this MUST be used before and after entering the room.</p>				
One to One and small group teaching	Staff hearing children read or working one to one with pupils will:	2	2	4	

Students and Adults in School	<ul style="list-style-type: none"> - avoid sitting face to face - remain at a different level to children if possible - work in a well ventilated location - wipe surfaces after teaching each pupil. - Maintain 2 metre physical distancing from children or use a face covering. 				
Professional visitors Staff, Student and Pupils	<p>professional visitors e.g social workers, music teachers will: visit school at pre-arranged times</p> <ul style="list-style-type: none"> • work in a pre-agreed area of the school • maintain physical distancing of 2m whenever possible • use hand sanitizer or wash hands on arrival and departure • if working with children from different year groups ensure that equipment and desks are wiped between groups. • Keep a register of children attending each session. This should include session date, name and class or all children present. • Use disabled toilet opposite the library. Wipe with antiviral spray after use. • Follow any additional requirements set out in individual / specific risk assessments • They should NOT enter if they (or someone they live with) is self-isolating due to Covid-19 or has symptoms of Covid-19. 	2	2	4	

<p>First Access Lessons</p>	<p>First access lessons taking place on Wednesday mornings will be taught in the hall when resumed face to face.</p> <p>Music teacher will keep at least a 2m distance from the children by presenting from the front of the hall. Children will sit well spaced out on benches with their instruments in front of them.</p> <p>School staff present will wear a face covering.</p> <p>Hand sanitiser and wipes will be available to clear up after the lesson. Children to wipe their area.</p> <p>Follow the OCMS Risk Assessment and all relevant section of St Thomas More main School Risk Assessment</p>	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Ventilation (in regard to minimising spread of Covid) whilst maintaining comfortable room temperatures</p>	<p>Public health advice in respect of COVID is to open windows and doors where possible. This is to increase ventilation and airflow. Clearly whilst COVID mitigation via ventilation is essential the impact of temperature has to be balanced. The regulations about providing adequate temperatures in buildings hasn't changed – the Workplace (Health, Safety and Welfare) Regulations 1992 state a minimum temperature of 16°C. We will continue to:</p> <ul style="list-style-type: none"> • Open doors, windows as much as possible during the day to facilitate ventilation. • Keep high-level windows in classrooms open and ground floor windows ajar to encourage airflow. 	<p>2</p>	<p>2</p>	<p>4</p>	<p>E-mails to be sent to parents/carers asking that they ensure their child is dressed for a colder school.</p>

	<ul style="list-style-type: none"> • Ensure regular airing by opening windows fully during break times. • Make sure the ventilation system openings are not blocked by furniture or blinds • External doors to corridors will be held ajar/fully open. <p>Airing classrooms and shared areas - Before school and at break times and lunchtimes windows and doors should be opened to circulate the air.</p> <p>Heating The heating will remain on. E-mails to be sent to parents/carers asking that they ensure their child is dressed for a colder school.</p>				
Face Coverings (in relation to Covid transmission)	<p>Government guidance states that face coverings should not be worn in any circumstances by those who may not be able to handle them as directed. Children will not be allowed to wear masks or other face coverings whilst in school as per government guidelines. If this is a problem, parents should contact the Head. Children who use face coverings during their journey to school should hand these to parents on arrival. Face coverings and masks are not generally recommended for staff in the classroom, who can socially distance from other adults, but will be used when in communal areas e.g. corridor, offices, photocopy room. All staff and those with individual risk assessments will have be able to wear</p>	2	2	4	Teachers to pick up a face shield from the staffroom.

	<p>face coverings should they wish to use them.</p> <p>Face coverings/ shields and gloves will be worn by staff in the case of a suspected covid-19 case in school if social distancing is not possible.</p> <p>Disposable face coverings should be put into a lidded bin immediately after removal.</p> <p>Reusable face coverings must be safely stored in a plastic bag out of reach of children.</p> <p>Staff will wear face coverings during arrival and drop off times, if meeting with parents and whilst in corridors/staff room/offices in school.</p> <p>Teachers working across bubble groups to provide lunch cover or PPA cover can wear face shields and masks if they wish. Face shields should not be used alone.</p> <p>Any member of staff wishing to wear face coverings/ shields/ gloves should feel free to do so.</p> <p>See government advice: Face Coverings in Education January 2022</p>				
<p>Asymptomatic transmission of Covid 19</p>	<p>Testing of Staff</p> <p>Test kits are securely stored and distributed to staff.</p> <p>All staff offered the opportunity to take part in regular asymptomatic testing using Lateral Flow Device (LFD) test kits to self-swab.</p>	<p>2</p>	<p>2</p>	<p>4</p>	

	<p>Staff asked to take their test at home and carry out their test twice a week. The LFD test will give a test result in 30 minutes.</p> <p>Staff are aware of how to safely take and process the test (covered in staff meeting and online links shared).</p> <p>Staff are aware of how to report their test results to school (google form) and to the NHS Test and Trace using link in test kit or on staff google form.</p> <p>Testing is not mandatory for staff. Staff with a positive LFD test results will need to self-isolate in line with government advice. They will also need to arrange a polymerase chain reaction (PCR) to confirm the result and follow government guidance.</p> <p>Process in place to monitor and replenish test supplies.</p> <p>Staff in support bubbles can also advise these people they can collect LFD test kits as well and self-swab as well for further protection.</p>				
<p>Personal Hygiene (in relation to Covid transmission)</p>	<p>Handwashing</p> <p>All staff, children and visitors are asked to wash their hands: on arrival at school and thereafter at regular intervals.</p> <p>Children will be asked to wash their hands or use hand sanitiser: - when they arrive at school - before and after eating - when coming back into the building after breaks or classes held outdoors.</p>	<p>2</p>	<p>2</p>	<p>4</p>	

	<p>Hand sanitiser is available for use by children, staff and visitors at the main entrance and at various points throughout the school building including in all classrooms.</p> <p>Signs beside classroom sinks and in toilets are used to encourage correct hand washing.</p> <p>Soap and anti-viral hand gels are provided in each of the classrooms that are in use.</p> <p>Frequent hand cleaning and good respiratory hygiene practices taught in class.</p> <p>‘Catch it, bin it, kill it’ is to be promoted and tissues to be disposed of in lidded bins provided in classrooms, offices and staff room.</p>				
Resources (in relation to Covid transmission)	<p>Children will bring school bags into school including book bags and lunch boxes. Equipment brought to school should be minimised. Hot meals will be available from the school kitchen as usual, including Universal Free School Meals for Reception and KS1 children in school.</p> <p>iPads and Laptops are used by different groups but will be wiped with antiviral spray at the end of each use.</p> <p>Any pencil case or resources should remain at school at their designated desk or storage draw. No stationary resources to be shared between children except EYFS. All children should have their own pencils/ pens.</p>	2	2	4	

	<p>Crayons can be shared in small groups if required.</p> <p>Each class/ bubble will have designated books/toys/resources. Reading books can go home and be returned to a box which will not be touched until the recommended 72 hours has passed.</p> <p>Any shared equipment (between bubbles) e.g. maths equipment and if needed colouring pencils, these will be cleaned with soap and water and then sanitised with disinfectant spray or Milton solution at the end of the day but where possible children will have their own equipment which will be stored in their trays. Any equipment which cannot be sanitised will be stored for the recommended 72 hours before being redistributed for use.</p> <p>Soft furnishings, soft toys and toys that are difficult to clean have been removed from classrooms.</p> <p>Children in reception and year 1 will have some lessons seated on the carpet. They will face forwards and be appropriately spaced.</p> <p>The use of shared resources will be limited and will be sanitised before changing classes.</p> <p>In most instances, toys and play equipment are kept for use by just one class group.</p>				
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	<p>If toys or play equipment are to be used by more than one group they must be cleaned using soap and water and the appropriate dilution of Milton between uses.</p> <p>Where any outdoor equipment is to be touched by more than one group it must be sprayed with disinfectant before use by another group and a suitable time interval should be left between uses for equipment to dry.</p> <p>Each class will have its own First Aid kit and accident slip clipboard.</p> <p>School Accident Reporting Procedures have been modified- staff on duty to administer first aid (if applicable) outside. An accident slip must be completed and sent to the class teacher who will get a copy to keep for their class records and send a copy home with the child. For a serious injury, follow normal procedures.</p>				
Cleaning	<p>Cleaning - general</p> <p>The school will be thoroughly cleaned at the end of each day using recommended cleaning products with particular care over frequently touched areas.</p> <p>Work surfaces will be kept as clear as possible and all children's desks in classrooms will be clear at the end of the day to facilitate cleaning.</p> <p>Hall dining tables will be cleaned between sittings by kitchen staff.</p>	2	2	4	

	<p>Cleaning after any potential case of Covid-19 will follow government guidelines.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				
<p>Cleaning Staff and Contractors</p>	<p>Extra Cleaning</p> <p>Door handles and tables – Cleaners have been asked to wipe all door handles and tables daily with antiviral spray at the end of each day</p> <p>Photocopier – everyone who uses the photocopier room to ensure photocopier and shared work space and tools are wiped regularly throughout the day with antiviral spray. All staff to use hand sanitiser before entering the room.</p> <p>I-pads and computers in ICT suite– should be wiped with antiviral spray at the end of each use. – it is the responsibility of teachers to ensure this is done.</p> <p>Toilets – Hand wash basins, push plates and door handles of toilets will be sprayed after morning break and after lunch time by KS teams/children</p> <p>Outdoor play equipment each class will use their own play equipment bags. The adventure playground equipment will be cleaned with disinfectant at the end of each week before year groups are rotated to different outdoor play areas.</p> <p>Cleaning of Bodily fluids. Staff please refer to separate School instructions in the disabled toilet, which has been updated to include additional PPE use and disposable mops-see list of instructions in the disabled toilet.</p>	<p>2</p>	<p>2</p>	<p>4</p>	

<p>PPE</p>	<p>PPE In line with government guidance disposable gloves and eye protection, aprons are available for staff looking after children with Covid -19 symptoms and for specific cleaning operations. PPE will also be made available in accordance with individual Risk Assessments. Masks have been made available for vulnerable staff. Teaching staff to wear face covering at the start and end of the school day when meeting and dismissing children.</p> <p>Any staff using PPE should watch the video linked below on proper usage. https://www.youtube.com/watch?v=gP2N2tCo_k</p>	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Suspected case of Covid-19 in school</p>	<p>In the event of a child developing symptoms whilst in school the supervising adult should follow the ‘When a Child Presents With Covid Symptoms’ flow chart.</p> <p>If there is no additional adult in the Year 3 classroom, go to the Year 2 classroom and ask for assistance.</p> <p>The school will follow Public Health England advice.</p> <p>Testing and Tracing In the event of a suspected case in school, the school will take advice from Public Health England. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	<p>2</p>	<p>2</p>	<p>4</p>	

	To help with tracing any adults and children who have been in close contact with a positive Covid case: • Class teachers will maintain a record of seating plans in their rooms.				
Staff Absence (in relation to Covid transmission)	Teachers and TAs in each class will be consistent as far as possible.	1	2	2	
Educational Visits (in relation to Covid transmission)	Educational Visits Government advice is that we will not be able to resume educational visits.	1	2	2	
Other Risks	All pre-existing Risk Assessments to be applied as appropriate.	1	2	2	

Likelihood (Potential)			Severity (Consequences)		
Low	(1)	Harm will seldom occur	Low	(1)	Minor First Aid injury
Medium	(2)	Reasonably likely to occur	Medium	(2)	Short term injury or disability requiring medical treatment
High	(3)	Certain or near certain to occur	High	(3)	Death or major injury

Risk Rating - Adequate Control Measures should be considered for the following:-

1 - 3 Low risk

4 - 6 Medium / Significant risk

9 - High / unacceptable risk

Print date:

28.01.2016

Assessed by:

Sign

Authorised by:

Sign:

Risk Assessment Form

Risk Assessment – Corrective Actions Required

Risk Identified	Risk Rating	Action Required	Person Responsible	Scheduled Date for Completion	Date Completed	Likelihood	Severity	Risk Rating
						New Risk Rating after Corrective Action		

Risk Ratings - Adequate Control Measures should be considered for the following:-

- 1 - 3 Low risk
- 4 - 6 Medium / Significant risk
- 9 - High / unacceptable risk

Print date: 02.04.14

Assessed by Sign

Authorised by: Sign:

