



**St Joseph's Catholic Infant School**

# **Covid-19 Way Forward Risk Assessment**

**Updated March 1st 2022**

Approved by Headteacher, Caretaker and Governing Body Premises, Health & Safety Committee

Hazard/ Activity	Persons at Risk	Risk	Control measures	Are further controls needed?	Residual risk rating
<b>Access Egress</b>					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> <li>Access to and exit from school one-way systems</li> <li>Masks encouraged on site when in close contact with others</li> <li>Vehicle gates open at peak times to reduce congestion</li> <li>One family at a time in entrance foyer</li> </ul>	<p>Review process throughout the term</p> <p>Pedestrian barrier across fully open vehicle gateway</p> <p>High vis jackets/work jackets to identify staff</p>	Low
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> <li>Vehicles not permitted - 8.40am-9.00am and 3.00pm-3.20pm</li> <li>Driveway gate closed and signposted no entry at designated times (staff to be updated)</li> </ul>		Low – Med
<b>Infection outbreak and reporting</b>					
<p>Suspected case of Covid-19 in school</p> <p>Case of COVID reported</p>	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> <li>Isolate child or staff member locally or medical room as with other illness</li> <li>clean areas used or visited by child / staff member. Alert all relevant staff if case confirmed</li> <li>Follow further guidance</li> <li>Notify staff and parents with reminder to follow guidance if unwell</li> </ul>		Low
<b>Bins</b>					
Hazardous waste	All staff, Caretaker, contractors	contamination	<ul style="list-style-type: none"> <li>PPE worn before any handling of waste and disposed of in yellow bins</li> </ul>		Low

<b>Caretaking</b>					
Site Monitoring	All staff, Caretaker, contractors	Contamination Hazardous materials	<ul style="list-style-type: none"> <li>• Site manager to ensure that cleaning chemicals are not on view and stocks are maintained around the school</li> </ul>		
Cleaning	All staff / caretaker	Cross contamination	<ul style="list-style-type: none"> <li>• Cloakrooms / Toilets to be cleaned thoroughly with additional time on high touch areas</li> <li>• Computer keyboards used by children to be cleaned by site manager weekly</li> <li>• tablets/IT room - wipe after use</li> <li>• Midday cleaning of high touch areas around the school</li> </ul>	<p>Increase use as needed, after sneezing or coughing episodes</p> <p>Additional hours for cleaning staff when needed</p>	Low
Cleaning chemicals	Caretaker / cleaner	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> <li>• Cleaning fluid to be accessible to staff during the day to clean areas when illness has been identified</li> <li>• All cleaning materials to be out of sight and reach of children</li> </ul>		Med
<b>Contractors</b>					
Covid-19 awareness	Caretaker and contractors	Cross contamination	<ul style="list-style-type: none"> <li>• Check health status</li> <li>• Minimal internal access</li> </ul>	See induction for access to site	Low
<b>Classrooms &amp; Pupil Management</b>					
Maintaining	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> <li>• Children to enter building via external doors</li> <li>• Staff may wear own masks/visors if they choose to</li> </ul>	Adults to monitor	Low

social distancing			<ul style="list-style-type: none"> <li>but must use these as advised</li> <li>Water bottles kept in base area</li> <li>Staff to maintain good spacing communal areas</li> <li>Ventilation to be maintained and monitored via use of CO2 monitors.</li> <li>Good hygiene</li> </ul>	good ventilation	
Ventilation					
<b>Lessons</b>					
Singing	Staff & pupils	Cross contamination	<ul style="list-style-type: none"> <li>Groups must be facing forward and not towards each other</li> <li>Singing should take place in large area</li> <li>Use of hall – open doors</li> </ul>	Teachers to monitor	Low
<b>Off site visits</b>					
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> <li>Outdoor visits and visits to well ventilated areas can now take place – good hygiene must be practised</li> </ul>		Low
<b>Staff Resources</b>					
Kettles, toaster, cups, photocopier etc	All employees Children	Maintaining social distancing	<ul style="list-style-type: none"> <li>All crockery must be cleaned in the dishwasher – no hand washing</li> <li>Restricted access to offices</li> <li>Good ventilation and sanitisation of hands</li> <li>Staff encouraged to eat and go from staff table</li> <li>Staff responsible for maintaining good spacing in communal areas</li> </ul>		Low

<b>Specialist Teachers</b>					
Site visits	Visitors pupil staff	Behaviour Social Distancing Cross contamination	<ul style="list-style-type: none"> <li>Follow current guidance</li> <li>Masks and PPE optional</li> </ul>	Support from SEN team	Low
<b>Visitors to site</b>					
Site visits	Visitors pupil staff	Social Distancing  Cross contamination	<ul style="list-style-type: none"> <li>Minimal numbers</li> <li>No symptoms of COVID</li> <li>Sanitise on entry and on exit</li> </ul>		Low

<b>DATE OF REVIEW:</b> 10.9.20 03/01/21 07/02/21 01/05/ 21/31/8/21 Dec 2021 Jan 2022 Mar 2022	<b>COMMENTS:</b> Approved in principle by governing body as a live document to be reviewed and added to in planning and initial implementation phase.
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RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.