

St Joseph's Catholic Primary School, Bradford



BCWCAT Risk Assessment - September 2021

School name: **St Joseph's Catholic Primary School, Bradford**

Assessment carried out by: Sarah Tolson

Date of next review: Dec 2021

Date assessment was carried out: 26th August 2021

RISK MATRIX				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Activity: Returning to School September 2021											
Standard of dress for activity (if relevant)			PPE required: Disposable Gloves, Aprons, Face masks, Visors				Other equipment used during activity: Cleaning equipment + bleach based- household cleaning products				
Persons exposed (please tick):		Employees	✓	Pupils	✓	Public	✓	Others	✓	Expectant Mothers	✓
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.											
Physical Injury Hazards				Physical Agents and Hazardous Substances				Miscellaneous			
Danger to others from failure of Pupils/ parents to comply with safety instructions from staff		✓	Hazardous substances			✓	Confined spaces		✓		
			Micro organisms			✓	Waste produced by activity		✓		
							Stress		✓		
							Unauthorised entrance to site		✓		

	What are the hazards?	Who might be harmed and how?	Risk rating prior to action (H/M/L)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Residual risk rating (H/M/L)	Done
A)	Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'	Children/ pupils/ Staff/ Others 1) Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high;	H	<ol style="list-style-type: none"> Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; Where staff or Pupils who no longer need to shield (from 1st August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measures followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces; 	<ol style="list-style-type: none"> Where genuine confusion exists in determining whether a Pupil or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher. When school is informed of a rise in community transmission rates to high, Pupils or staff who have been advised to shield will be sent home and asked to work from home until notified it is safe to return. 	Staff/HT HT	Ongoing Ongoing	M	
B)	Persons entering site with COVID19 symptoms	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community.	H	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Should the school have several confirmed cases within any 14 day period, this may be viewed as a potential outbreak.</p> <p>Leaders must inform BCWCAT and the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required,</p>	<ol style="list-style-type: none"> Remind parents & staff that the 10-day self-isolation period for persons displaying symptoms is still current. Household members will be asked to take a PCR test before returning to school. Remind staff, pupils and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia) Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person. <ul style="list-style-type: none"> Inform Parents they must inform you immediately of the test results, so you can take appropriate action. 	SLT Admin SLT Admin SLT Admin SLT Admin	1 st Sept ongoing 1 st Sept ongoing As needed As needed	M	

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				<p>such as implementing elements of the academy outbreak management plan.</p> <p>Contact to be made with the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to the potential outbreak.</p>					
C)	COVID19 virus being accidentally brought onto the site.	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School community; Some BAME Pupils & staff members are statistically at higher risk.</p>	H	<ol style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents; 4. Wearing a face covering or face mask in schools or other education settings is not recommended by Government; 5. Maximise ventilation throughout the school setting. 6. Fire Doors should be closed when room not in use.. 7. The school is part of the UV filter in Bradford from Y1-Y6 to support clean air <p>It is important to ensure the school is well ventilated and that a comfortable teaching environment is maintained. All areas have been assessed to identify any poorly ventilated spaces as part of the risk assessment and improvements to improve fresh air flow in these areas has been actioned.</p>				M	

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D)	Transport & journeys to/ from School	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community;	M	<ol style="list-style-type: none"> 1. School Leaders encourages pupils to walk or cycle to their school/nursery where possible; 2. School Leaders will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 3. Face coverings will no longer be a legal requirement on public transport, but the government expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. 	Face coverings will be worn by staff on school minibuses and students also encouraged to wear face coverings when on board.			M	
E)	Pupil/ Child or adult displays COVID19 symptoms whilst at School.	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School community	H	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms of coronavirus (with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia)) while in school and needs direct personal care until they can return home; A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a visor should be worn. • Whilst awaiting collection Pupils should be isolated in the Infant Library, with the door to the hall closed and the external door opened. The TA from the child's class will supervise. 	<ol style="list-style-type: none"> 1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan; 2. If necessary, the school will book tests through the online digital portal or by phone. 3. Provide tests to pupil's parents if this will improve likelihood of them getting tested. 4. Inform Parents they must inform school immediately of the test results, so we can take appropriate action. 5. Inform Parents that the child and household members must self-isolate until the results of the test are known. 			M	

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				<ul style="list-style-type: none"> • The child will use the toilet next to the Meeting Room. No-one else should use this toilet during this time or until after the toilet has been cleaned and disinfected. • If it is not possible to isolate the child in the Infant Library, they should be isolated in an area at least 2m from other people. • Inform Parents they must engage with the Test and Trace programme and they must arrange to have a test carried out straight away on the symptomatic person. • Inform parents that they must not visit the GP, Pharmacy, urgent care centre or hospital with the child. • In an emergency, the school will call 999 if they are seriously ill or injured or their life is at risk. • The member of staff who has supervised a child with symptoms of the virus do not need to go home unless: The member of staff develops symptoms themselves. • The member of staff should wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. • Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people; • If a member of staff becomes unwell with symptoms of the virus whilst in school they must inform a member of the SLT immediately. • The member of staff must go home immediately. 	<p>6. Enhanced cleaning of the area(s) concerned to be covered by a Post-</p>				

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				<ul style="list-style-type: none"> They must book a test and fully take part in the Test and Trace Programme. They must self-isolate until the results of the test are known. Where the pupil or staff member tests negative, they can return to school if they are well, and their household members can end their self-isolation; <p>Where the pupil or staff member tests positive, the household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Students under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, students who are contacted by NHS Test and Trace and informed they have been in close contact with a positive case will be advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff students and visitors will be allowed to wear face coverings in crowded areas (non-teaching) to address any concerns they may have. Should case rates rise or in accordance with any updated guidance from (local) PHE officers, face covering use may be extended into classroom use.</p>	<p>COVID19 Infection Risk Assessment / cleaning plan;</p> <ol style="list-style-type: none"> If necessary, the school will book tests for staff through the online digital portal or by phone. Provide tests to the member of staff if this will improve likelihood of them getting tested. Staff must inform school immediately of the test results, so we can take appropriate action. 				

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				<ul style="list-style-type: none"> School will immediately contact PHE, who will provide definitive advice on who must be sent home: 01274 431000 Mon-Fri 8am-6pm 0800 046 8687 Sat/Sun 10-4pm 					
F)	Extra Curricular Provision	Children/ pupils/ Staff/ Others	H	<ol style="list-style-type: none"> School visits and clubs will be resume. School will maintain accurate records of attendees and their grouping in school. School will have Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9 (HSE) 	When planning trips, local infection rates will be considered. Care will be taken to socially distance from other school groups	HT/ DHT		M	
G)	Wellbeing and anxiety mitigation for pupils and staff	Children and adults	H	<p>The school will have these measures in place to support pupils:</p> <ol style="list-style-type: none"> Meet and greet on the school gate Weekly SMSC sessions to support pupil well being School Nurture team available for all pupils Website update and changes communicated openly with pupils DSL team identify children experiencing poor mental health School Worship to focus on self-worth and self-care. <p>The school will put these measures in place to support the staff:</p> <ol style="list-style-type: none"> Clear and regular communication through briefings and catch ups Support of ECT through mentor Phase lead system to ensure all adults are included. SLT to regularly listen to feedback about staff well being. 	Be aware that with a change in infection rates or an individual's family being negatively affected by COVID either through illness, financial hardship or bereavement that further support will need to be accessed.	HT		M	
H)	Multiple cases of COVID- 5 children, pupils, students or	Children, school staff, wider community		The school will have a detailed contingency plan. This may include increasing Asymptomatic testing for staff/ a temporary return to adults	At the point of reaching a threshold, school would review and reinforce the testing, hygiene				

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	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			wearing face coverings in some areas/ shielding for those who are CEV/ limiting: residential educational visits • open days • transition or taster days • parental attendance in settings • live performances in settings. In exceptional circumstances and in communication with PHE and BCWCAT, a part of the school may be closed to control an outbreak. In this situation, remote learning would be provided and vulnerable and critical worker children should be offered places at school Safeguarding remains a priority in the case of a school/ partial school closure. Free School Meals should be provided as packed lunches.	and ventilation measures they already have in place. School would also consider: <ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes • ways to improve ventilation indoors, where this would not significantly impact thermal comfort • one-off enhanced cleaning focussing on touch points and any shared equipment Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangement 				

Assessment authorised by Headteacher		
Print Name: Sarah Tolson	Signature: Sarah Tolson	Date: 28 th September 2021
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.		
Internal Assessment Review		
Reviewed by:	Review date: Weekly	Existing risk assessment valid? (Y/N):
Has the activity changed? (Y/N):	How:	New controls:
Have new equipment or materials been introduced? (Y/N):	What:	New controls:

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/