



BCWCAT Risk Assessment

School name: St. Columba's Catholic Primary

Assessment carried out by: Anna Gautrey

Date of next review: January 2022

Date assessment was carried out: 31st August 2021

Activity: Full opening from September 2020 (COVID-19)

Standard of dress for activity (if relevant)	PPE required: Disposable Gloves, Aprons, Face masks, Goggles*	Other equipment used during activity: Cleaning equipment + bleach based household cleaning products
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Persons exposed (please tick):	Employees	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>	Expectant Mothers	<input type="checkbox"/>
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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
Hit by moving vehicles	Hazardous substances	Display Screen Equipment
Contact with moving part of a machine	Micro organisms	Hot work/fire hazards
Hit by moving materials/substances i.e. water	Ionising radiation	Vibration
Fall(s) from height	Noise	Restricted access
Slips, trips and falls from the same level	Pressure systems	Manual handling
Contact with/ use of live electrical equipment	Ultraviolet light	Lone working
Contact with cold objects	Lasers	Confined spaces
Contact with hot objects	Flammable liquid/solids	Waste produced by activity
Contact with sharp objects	Extremes of Temperature	Stress
Impact with objects		Posture
Physical attack		Unauthorised entrance to site
Finger "nips"		
Danger to others from failure of Students/ parents to comply with safety instructions from staff	<input checked="" type="checkbox"/>	

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

	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"> Students 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 students 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 measured 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 student 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, students 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; If school suspects a positive case before testing, we may send children linked to shielding family members home to await result. Member of staff who is pregnant- risk assessment to be reviewed Sep 2021 which details precautions school are taking to minimise risk of contracting Covid-19 	HTG with PACT HR		M	
B)	Persons entering site with COVID19 symptoms	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community.	H	<ol style="list-style-type: none"> Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household; if they do not meet the exemption criteria School and Nursery settings do not need to take student's temperatures every morning. <p>School to inform the local PHE Health Protection Team if you have a number of unconfirmed cases.</p>	<ol style="list-style-type: none"> Remind parents & staff that the 10 day self-isolation period for persons displaying symptoms is still current. Remind staff, students 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 	AG		M	

					<p>straight away on the symptomatic person.</p> <ol style="list-style-type: none"> 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action. 5. Have non-contact thermometers available in EYFS, KS1 and KS2. Take temperature if a child becomes unwell even if no temperature suspected. 6. School testing kits for parents who might struggle to arrange a test. 7. School office assist parents and staff to book tests where they have struggled 8. Home visits team have test kits with them 9. Lateral flow tests twice weekly for school staff 			
C)	COVID19 virus being accidentally brought onto the site.	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School Nursery community; Some BAME Students & 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. to group children into smaller groups; 5. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact 6. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; as long as high quality and continuous education is provided 7. Minimise the number of contacts that a student has during the school day; 8. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. 9. If a child, young person or student becomes unwell with symptoms of coronavirus while in their school or Nursery setting 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 or young person is necessary, then 	<p>Training for staff on current guidance and the measures school has adopted to keep them and the children safe.</p> <ol style="list-style-type: none"> 1. School will try to reduce unnecessary mixing of classes but bubbles will no longer be used. 2. Designate groups that do not mix wherever possible to prevent potential spread: 3. Determine which lessons or activities can take place outdoors; 4. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used; 5. Outdoor play equipment to be more frequently cleaned 6. Bins for tissues are emptied throughout the day. 7. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated. <ol style="list-style-type: none"> a) Instigate enhanced cleaning regime in all potentially contaminated areas; b) Consider the need to take additional precautionary measures as per the Outbreak Management Plan c) Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery; d) Arrange for areas around the pupils with symptoms to be cleaned with normal household disinfectant after the student has left to reduce the risk of spreading the infection on to other people; 10. Encourage regular hand washing by pupils and staff, on arrival, when they return from 	AG Admin		M

				<p>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 eye protection should also be worn;</p> <p>10. Whilst awaiting collection students should be isolated in a designated room, behind a closed door with the window open, and appropriate adult supervision;</p> <p>11. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so;</p> <p>12. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;</p> <p>13. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>14. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs.</p> <p>15. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell</p> <p>16. Ensure that all adults and students are aware to:</p> <ol style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing; Encouraged not to touch their mouth, eyes and nose; Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); Ensure that help is available for Students who have trouble cleaning their hands independently; <p>17. Maximise natural & mechanical ventilation throughout the school/Nursery setting.</p> <p>18. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas.</p>	<p>breaks, when they change rooms and before and after eating.</p> <p>11. Document the schools planned enhanced cleaning schedule and make it available to all staff;</p> <ol style="list-style-type: none"> include more frequent cleaning of rooms or shared areas that are used by different groups; Frequently touched surfaces Toilet areas used by different groups, or with a high usage; <p>12. Direct teaching of good hygiene to everyone</p> <p>13. Hand sanitisers in all classrooms</p> <p>14. Discussion with staff about expectations in communal areas around school e.g. whether to wear face masks, continue with more than one staff room etc. Encourage staff to wear coverings but recognise that this cannot be made mandatory. Encourage staff not to sit in large groups and try to maintain social distancing wherever possible. December 2021 Omicron Update – Limit amount of people in the staff room to 7 with a space between each chair. All staff expected to wear a facemask in communal areas as per recent guidance from the Government.</p> <p>15. SLT on duty at lunchtime will monitor the hygiene and food safety around the provision of lunches/ no food carried open around school/ FM staff wear visors to serve</p> <p>16. PPA is taken at home</p> <p>17. Staff meetings in the hall continue 2 metre seating arrangements</p> <p>18. Maintain social distancing when meeting with parents or visitors December 2021 Omicron Update – all parents and visitors in to school must wear a facemask and do a LFT test before entering the main school. Both of these can be provided by school if necessary. Performances will be ticketed so that school can monitor the amount of parents attending and put appropriate social distancing measures in places such as staggered seating and ventilation. Some performances may be videoed or held outside if weather permits.</p>		
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				<p>19. Accessing Classrooms directly from outside where possible Provide local signage at the School;</p> <p>20. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;</p> <p>21. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>22. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>23. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing;</p> <p>24. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19;</p> <p>25. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.</p>	<p>19. Parents requested to wear a mask if they have to come into a classroom or attend a meeting with school staff. School staff to also wear masks in these meetings.</p> <p>20. Use of outdoor areas for meetings between staff where possible</p> <p>21. Maintain midday cleaner throughout Autumn 2021 term.</p> <p>22. Use of air purifier units and Co2 monitors to assist in adequate classroom ventilation. Air purifier units to stay on at all times. Staff to be informed of this.</p>			
D)	Transport & journeys to/ from School	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School/ Nursery community;</p>	M	<p>1. School Leaders encourages students to walk or cycle to their school/nursery where possible;</p> <p>2. School Leaders will ensure that transport arrangements cater for any changes to start and finish times;</p> <p>3. 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;</p> <p>4. When using minibuses/ coaches:</p> <p>a. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> <p>b. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p> <p>c. Only designated groups to use at any one time;</p>	<p>1. Advise staff who travel by public transport to consider wearing a face mask.</p> <p>2. Staff on buses, taxis or coaches transporting pupils on trips or visits should be advised to wear a face covering.</p>	AG Staff on transport		M

E)	Pupil/ Child or adult displays COVID19 symptoms whilst at School.	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School community	H	<ol style="list-style-type: none"> 1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; 2. If a child/pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; 3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; 4. PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs); 5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to; (BCWCAT GDPR policy in place) 6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital; 7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 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; 8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario; 	<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. Education settings as employers can book tests through an online digital portal or by phone. There is also an option for employees to book tests directly on the portal. 3. 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. 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action. 5. Hygiene Room used as a quarantine room for any child who displays symptoms. This will be given a deep clean before anyone else uses the room. 	AG and all staff		M
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				9. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;					
F)	Extra Curricular Provision	Children/ pupils/ Staff/ Others Mixing of groups	H	1. Accurate records of attendees and their grouping in school Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9 (HSE)	1. Consideration of children and pupils attending provision to minimise compromising of groups 2. Creating distinct and consistent groups within provision; 3, Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this.	AG			M
G)	Higher Risk Activities	Children/ pupils/ Staff/ Others 1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting. 2. Contact sports	H	3. All equipment to be cleaned between groups 4. Activities such as active miles, active breaks and lessons and encouraging active travel whilst social distancing is encouraged.	1. No instruments to be shared 2. Increase room ventilation – open windows- children can wear school hoodies so that they are not uncomfortably cold 3. use of Air purifier units and CO2 monitors 4. Where possible consider outside locations 5. Sport lessons to be undertaken outside wherever possible 6. Groupings to remain constant 7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups; 8. Assemblies will be limited to Key Stages for Autumn 1 with gaps between year groups	AG			M
H)	Stress upon staff members	Staff 1.Roles may be overlapping with greater demands in shorter term; 2.Parents may make increased demands upon staff; 3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.	H	1.Prioritisation of important tasks for the School community for that day/ week; 2.Regular feedback & updates for remaining staff as a group activity; 3.Staff kept informed of developments before Students/ children & parent community; 4.Staff aware of need to report concerns to School Management; 5.Governing Body/Academy Council aware of the need to support Headteacher & Leadership Team.	Staff are given regular supportive debriefs by SLT. Communication with staff informs them of sudden changes as soon as possible Staff are given opportunities through SLT check ins to raise H and S concerns. SLT have staff wellbeing as first item on SLT agenda. SLT include own well being in this. Well being discussed in all SLT meetings. Mental health ambassador and Wellbeing Team to continue activities and are the first point of contact for staff re/ wellbeing/ regular feedback to SLT. Surveys completed. Member of Middle leadership team added into Wellbeing team.	AG	ongoing		M
I	Lateral flow test	COVID-19 spreading in the school community		<ul style="list-style-type: none"> Schools following government recommended control measures set out in the school's protective measures risk assessment. At St Columba's School, mass testing of staff will take place twice a week (Thursday and Monday morning) and staff will take these tests at home. These tests are to be taken 3-4 days apart. Tests to be taken before staff come into work. 	LFT testing to continue from September 2021	All staff			

				<ul style="list-style-type: none"> Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution. Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. 				
Staff do not know how to perform the tests correctly	Staff- wider community			<ul style="list-style-type: none"> Information booklet given to staff including: <ul style="list-style-type: none"> what rapid testing is, about using the how to guide and the video content available the requirement for them to report their test results. the process and who to contact if they have an incident while testing at home. Covid Co-ordinator: Anna Gautrey (Headteacher) Covid Registration Assistant: Joanne Hayes (Office Manager) Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests and instructions during the last week of January. 	Members of staff have taken test kits and started using them.	AG JH all staff		
Tests not stored correctly so give false readings	Staff and wider community			<ul style="list-style-type: none"> Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. Tests will be labelled with names and linked lot number and a form to sign will be made available as part of self-service. This negates the need for the station to be staffed. Those collecting their kit should: <ul style="list-style-type: none"> wear appropriate face covering at all times hand sanitise before collecting and signing maintain 2m from staff coming to collect their test 	Staff have been informed how to store tests.	All staff		
Staff not reporting results	Staff and wider community			<ul style="list-style-type: none"> Void, double void and positive results are communicated to the school once the test is completed. A negative test is assumed by 9am on Monday and Thursday Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit. 	Staff told that if they do the tests they are entering into an agreement with school to share the result.	all staff		

	Low numbers of staff taking tests	Staff and wider community		<ul style="list-style-type: none"> • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. • Staff are able to ask key questions about the testing in briefings • Low number of staff completing the tests could mean that school are less aware of the presence of covid in the school • It could create a false sense of security. 	AG spoke to some staff members who had concerns that were easily worked through. Staff who have had Covid in the last 90 days do not need to test PHE Staff briefing used to remind staff that testing does not replace HANDS/ FACE/ SPACE	All staff		
	Swabs are taken incorrectly causing a false reading or cause contamination			<ul style="list-style-type: none"> • Schools following government control measures. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information, training and webinars available. Video available on how to take your own test. • Information with the kits to be followed. • Regular communication with staff about the testing process. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Covid Coordinator to be responsible for incident reporting on a school wide issue. 	Staff training detailed and comprehensive. No staff reported problems with administering the first test. 1st March- testing is now routine and staff report feeling reassured by regular testing	AG/ JH		

Assessment authorised by Headteacher

Print Name: Anna Gautrey

Signature: Anna Gautrey

Date:10.12.21

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: Anna Gautrey 31.8.21, 10.12.21

Review date: February 2022

Existing risk assessment valid? (Y/N): Yes with changes

Has the activity changed? (Y/N): Yes due to easing of restrictions

Government guidance means a return to wearing face masks and taking precautions with visitors and parents entering the school site.

New controls:
Staff to wear facemasks in communal areas.

		Limit to 7 people in the staff room with at least one set free between people sitting in there. Visitors and parents into school to do LFT tests and wear masks.
Have new equipment or materials been introduced? (Y/N): Yes	What: CO2 Monitors	New controls: Keep them switched on at all times

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