


Risk Assessment Template

Risk assessment title	Covid-19 Schools	Risk assessment ref	St Margaret Mary's Catholic Junior School	 <i>Knowsley Council</i>
Service	Education	Safe system of work ref	N/A	
Employee group effected	School staff, pupils and visitors	Location (if relevant)		
Assessor's name	Lee Pimblett	Job title	School Business Manager	
Health and Safety advice from (if needed)	Fiona Buckley	Job Title	Health and Safety Manager	

Indicate below the reason for completion of this risk assessment by inserting a date

First risk assessment date	Scheduled risk assessment review	Accident or incident	New work equipment	New work processes	New employee or new role	Change to method of working	Change to the work environment
Nov 2021				Face Masks			

NOTE: This risk assessment has been shared with the Trade Unions for general consultation, you can choose to adopt wholly the control measures suggested here. You may need to consider local consultation if you choose to do anything different than suggested here.

List other relevant documents: (or insert hyperlinks)
[Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)

- Teaching and Teaching Assistant Staff (COVID) RA
- Site Manager/Caretaker (COVID) RA
- Cleaning Staff (COVID) RA
- Office and Receptionist RA
- Review Individual Teaching RA
- All Contractor COVID RA's
- Health and Safety Policy
- Child Protection Policy
- Infection Control Policy
- Outbreak Management Plan
- Emergency and Business Continuity Policy
- Staff Handbook (Covid Included)
- Covid 19 poster guidance for parents and staff (Including SMMJ Appendix)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#)

Risk Rating Matrix		
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1 - 4 Low risk	The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.	Severity	Likelihood					
5 - 9 Medium risk	Look to improve the control measures at the next review ie within 12 months.			1 Improbable	2 Unlikely	3 Possible	4 Likely	5 Very likely
10 - 16 Medium (but elevated) risk	Look to improve the control measures within a specified time scale ie within one week/month.		5 Catastrophic	5	10	15	20	25
20 - 25 High risk	Stop activity taking place and make immediate improvements before continuing with the activity.		4 Severe	4	8	12	16	20
		3 Moderate	3	6	9	12	15	
		2 Minor	2	4	6	8	10	
		1 Insignificant	1	2	3	4	5	
			Guidance is available on the Health and Safety pages on Bertha: Manager's Guide to Risk Assessment					

Please complete the non shaded areas in the risk assessment below as applicable.

Ref	STEP 1	STEP 2		STEP 3					
	What are the hazards?	Who could be harmed?	How can harm occur?	What measures are/should be in place to eliminate or reduce the risks?	Risk Evaluation			Rating	Actions arising (e.g. further controls to explore, reviews, additional information needed etc.)
					Severity (1 – 5)	Likelihood (1 – 5)	Residual Risk (S x L)	Low, Medium or High	
1	Lack of communication	Staff Pupils Visitors	Staff / pupils not aware or understanding the control measures	Staff are briefed on the following Covid control measures via our RA's which are accessible via the schools shared drive or website:- <ul style="list-style-type: none"> • Expectations of symptomatic staff / pupils • Testing arrangements • Cleaning and hygiene arrangements • Outbreak definitions and arrangements • Ventilation guidance • Changes to working practices and systems • Risk assessment content 	4	1	4		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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2	Spreading the virus	Staff Pupils	Symtomatic people attending school or developing symptoms during the day	<p>Staff</p> <ul style="list-style-type: none"> Staff showing symptoms must not attend work. Staff should arrange for a PCR test. If the test result comes back as negative and staff are feeling well can return to work. <p>Pupils</p> <ul style="list-style-type: none"> Parents / guardians should be reminded that pupils showing symptoms should not attend school. A PCR test should be arranged. If the results come back as negative and the pupil is feeling well can return to school. <p>Visitors</p> <ul style="list-style-type: none"> Must not attend school premises if showing symptoms. Any person with symptoms in school is relocated to the isolation room to be distanced from others whilst they are waiting to be collected. Staff should always wear PPE if they need to be within 1m of the symptomatic person for more than 1 minute. 	4	2	8		
3	Spreading of the virus	Staff Pupils Visitors	Being in contact with a positive case	<ul style="list-style-type: none"> Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> they are fully vaccinated 	4	1	4		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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				<ul style="list-style-type: none"> ○ they are below the age of 18 years and 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons ● Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u> which can be arranged through NHS website or calling 119. 					
4	Spreading of the virus	Staff Pupils Visitors	Lack of appropriate cleaning regimes in place	<ul style="list-style-type: none"> ● All access points in use at the school have additional hand cleaning facilities and on entering and leaving the building, hands are to be sanitised/washed. ● Hand sanitising points are strategically placed around the school, especially outside toilets, inside dining halls and staff rooms and offices. ● Fire doors on main access routes may use Dorgard to ensure doors are kept open. ● Cleaning schedules have been reprioritised to include: <ul style="list-style-type: none"> ○ Door handles, door release buttons, and doors. ○ Light switches ○ Toilets and sinks ○ Food preparation areas (drinks station) ○ Hard floor surfaces. 	4	1	4		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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				<ul style="list-style-type: none"> ○ Tables ○ Stairwell hand rails ● Minimal sharing of equipment between staff and pupils. ● Any shared equipment should be wiped down inbetween uses. ● The community are encouraged to use tissues to cover mouth and nose when coughing or sneezing. ● Tissues disposed of in specific disposable bins as soon as possible. ● Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when entering and leaving the building for exercise. 					
5	Spreading the virus	Staff Pupils Visitors	Lack of good ventilation	<ul style="list-style-type: none"> ● Open windows and non fire doors where possible to maximise air flow around the building or where air conditioning units are in situ, set these to bring in fresh air supply. ● Consider portable high-efficiency particulate air (HEPA) fan/filtration systems to enhance air cleaning ● Utilise and position fans to increase the effectiveness of open windows ● Carbon dioxide monitors are placed around school to inform decision making on ventilation 	4	2	8		<p>Consider ventilation system upgrades or improvements can increase the delivery of clean air and dilute potential contaminants</p> <p>Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.</p>

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6	Spreading the virus	Staff	Staff mixing	<ul style="list-style-type: none"> • Maintain good ventilation in staff rooms • Staff are encouraged to use their own cutlery and cups, cleaning them after use and storing safely and to avoid sharing food with others. • Lunches are staggered times to reduce the number of people using the staff room • Staff encouraged to maintain twice weekly LFD testing. • School recommends that staff wear a face covering while in communal areas in school. 	4	2	8		
7	Spreading the virus	Staff Visitors	Close proximity through meetings / gatherings	<ul style="list-style-type: none"> • Any face to face meetings (including Parents' Evening) are only used where Teams / Zoom is not feasible or realistic. • If face to face meetings must be held, they are held in larger space (e.g. Hall) where possible • Windows should be opened. • The Chair should maintain a list of attendees for 21 days for both formal and informal meetings. • The Chair should record a seating plan for the meeting to have a record of potential contacts. • Consider allowing some participants to join on line where needed. • Allow meeting spaces to be aired in between meetings 	4	1	4		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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				<ul style="list-style-type: none"> • School recommends that visitors wear a face covering. • Wipes available to wipe down areas in between meetings. • Whole school assemblies / communal worship are held remotely at this time. • Singing to continue in small groups/classes in large well ventilated spaces. • When using on line meetings, consider the volume of calls, using headsets where possible to reduce the need for staff to raise their voice. 					
8	Spreading the virus	Staff Pupils	Virus Outbreak	<ul style="list-style-type: none"> • Our outbreak plan is in place and all staff with responsibilities are aware of their actions. • The outbreak plan includes: <ul style="list-style-type: none"> ○ reinforce the testing, hygiene and ventilation measures in place. ○ move to outdoor activities ○ improve ventilation (where possible) ○ one-off enhanced cleaning. ○ limit parental attendance for meetings / events ○ temporary reinstatement of face coverings ○ reinstating on-site LFD testing ○ short-term attendance restrictions (last resort). <p>The plan is enacted on the advice of Public Health</p>	4	2	8		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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9	Spreading the virus	Staff Pupils	Using restricted spaces	<ul style="list-style-type: none"> Consideration is given to each area of restricted space and whether restrictions on the number of people using the space should be in place 	4	1	4		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.	
10	Spreading the virus	Vulnerable pupils and staff	Exposure to the virus could have a greater impact on vulnerable staff and pupils.	<ul style="list-style-type: none"> Individual risk assessment for vulnerable staff and pupils including new and expectant mothers. Staff are trained on the use of PPE and should continue to wear PPE where indicated for specific tasks (e.g. AGPs, First Aid). 	4	2	8		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.	
11	The Wellbeing of pupils in isolation	All deprived pupils in isolation	Failure to provide provisions	<ul style="list-style-type: none"> Any pupil in isolation in receipt of a FSM will be provided a packed lunch. 	2	2	4			
12	The Wellbeing of pupils in isolation	All pupils in isolation	Failure to provide learning	<p>In the event of pupils going into isolation, school will ensure:-</p> <ul style="list-style-type: none"> Online learning provided to pupil Paperwork / books provided to pupils Regular feedback from teachers in respect of progress to take place. Regular contact from Learning Mentor around inclusion, mental awareness and transition for return to school when permitted. All pupils undertaking remote learning without IT at home provided a Chrome Book on loan. 	2	3	6		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.	

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13	Spreading the virus	Vulnerable pupils and staff	Failing to follow Government Guidance on Travel.	<ul style="list-style-type: none"> Staff must follow current UK Government Travel guidelines Up to date information on travel requirements can be found on the GOV.UK website (www.gov.uk) 	2	3	6		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.
14	Spreading the virus	Vulnerable pupils and staff	Cross contamination of virus through transport/educational visits	<ul style="list-style-type: none"> If private transport is used on school business staff are advised to travel in individual vehicles. Minibus to be used to transport vulnerable pupils. Contact points to be washed down every time the minibus driver changes. Pupils and Parents to be encouraged to walk/cycle to school. Staff and pupils to wear a mask during transportation. 	2	3	6		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.
15	Community Wellbeing	All our community	Anxiety arising as a result of the epidemic	<ul style="list-style-type: none"> Learning Mentor/Deputy Headteacher to be on hand to support pupils. Staff and parents to be signposted to support services Physical lesson observations / learning walks have been reinstated. However, staff can still record their lessons and send them electronically to SLT. Year group leaders will ensure that all staff in their year group receive their full PPA. Regular contact is maintained with pupils and staff who are shielding / self-isolating. Particularly vulnerable pupils. 	2	3	6		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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				<ul style="list-style-type: none"> Vulnerable pupils who do not arrive at school when expected are contacted immediately. 					
16	Spreading the virus	All our community	Future lockdown	<ul style="list-style-type: none"> A full remote educational offer is available through Google Classroom/Zoom/Oak Academy materials and booklets/worksheets. Staff and pupils have access to our Wellbeing programme 'Sunshine after the Rain'. All pupils undertaking remote learning without IT at home provided a Chrome Book on loan. Additional support is provided for pupils with SEND. This is detailed in our remote education offer (available on the school website). School to follow the outbreak management plan. 	3	3	9		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.
17	COSHH – Storage of Alcohol based sanitiser.	Pupils, staff and visitors	<p>Alcohol vapors are flammable and may ignite if they come in to contact with an ignition source, causing burns to individuals or damage to property.</p> <p>If inadvertently ingested the alcohol may cause nausea, headache, dizziness and intoxication.</p>	<ul style="list-style-type: none"> When stored properly and used correctly the risk of ignition from hand sanitiser is very low. Bottles of hand sanitiser are stored upright, with their lids kept firmly closed, in dry and cool places. Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles. 	3	1	3		Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

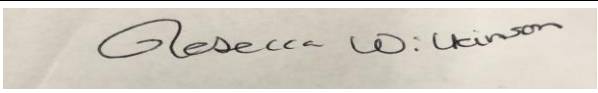
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			Spillages on hard surfaces such as floors may make them slippery and lead to injuries.	<ul style="list-style-type: none"> The quantity of sanitiser kept in classrooms and corridors is kept as low as is reasonably practicable and limited for day-to-day purposes. Large spills should be cleaned and dried immediately. Bottles are kept away from sources of heat and ignition such as sparks and open flame and are not stored on radiators, avoiding contact with acids and oxidising substances. 					
18	COVID 19 – Impact of pregnancy	Female employees	Contamination of the virus through in school.	<ul style="list-style-type: none"> Staff / pupils who may be at increased risk may attend the workplace/school as long as they are able to follow current control measures. Individual risk assessments will be carried out. Staff / pupils will follow advice given to them by their GP/Medical professional. At 28 weeks staff are able to work from home. In the event working from home is not an option staff will remain at home on full pay. Staff identified as being at increased risk can discuss with their Head Teacher any 					Staff will continue to be informed of any changes via email, whatsapp or the staff shared google drive.

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				additional controls they feel necessary.					

Likelihood scores					
Likelihood score	1	2	3	4	5
Description	Improbable	Unlikely	Possible	Likely	Almost certainty
Broad description of frequency	Probably never happen	Possible but not expected to happen	Might happen or recur	Will probably happen	Will happen, possibly frequently
Timed frequency	Occurs less than annually	Occurs annually	Occurs monthly	Occurs weekly	Occurs daily

Consequences/severity scores					
Consequence score	1	2	3	4	5
Description	Insignificant	Minor	Moderate	Severe	Catastrophic
Impact and harm caused	Minor injury requiring no medical help	Minor injury or illness requiring <3 days off work	Moderate injury or illness requiring 4-10 days off work. RIDDOR reportable	Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation	Fatality Permanent ill health or disfigurement

AUTHORISATION

Manager	Rebecca Wilkinson	Signature		Date	30 th November 2021
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Service and location	St Margaret Mary's Catholic Junior School	Telephone/email	0151 477 8490
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