| COVID-19 Risk Assessment | Activity: | Schools | Assessor: | Tim Randell | Issue Date: | 1/9/2020 |
|--------------------------|-----------|---------|---------------|--------------|-----------------------|----------|
| COVID-19 RISK ASSessment | Location: | All | Reference No: | CPS-COVID RA | Revision Date: | 4/1/2022 |

| GUIDANCE CORRECT AS OF 3rd January 2022; GUIDANCE MAY BE CHANGED AT SHORT NOTICE |
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| GUIDANCE CORRECT AS OF 3rd January 2022; GUIDANCE MAY BE CHANGED AT SHORT NOTICE This assessment must be updated as soon as any changes are officially given, however a daily review on guidance will be undertaken by Management. All work activities affected by continued use of the school for front line workers children – the assessment reviews entry and exit procedures, office and teaching areas protocol and use of reception areas, lift lobbies, stairwells, communal areas, plant rooms, welfare areas. This may present a foreseeable risk of biological hazards relating to the transmission or infection of Coronavirus (COVID-19) which presents a current significant risk to all persons. Work equipment in use includes general classroom and office equipment, laptops, touch screens and cleaning equipment Considering government requirements and current best practice, the following hazards are identified relating solely to the virus and the necessary controls to be applied. For all other operational hazards please refer to separate related task assessments. |
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| Hazards | Persons Affected | Likely Harm / Ill Health | Existing Control Measures | Severity | Likelihood | Risk Rating | Additional Control Measures | Severity | Likelihood | Risk Rating |
|--|--|--|--|----------|------------|-------------|--|----------|------------|-------------|
| Coronavirus disease (COVID-19) This can be transmitted by Inhalation from breathing in the virus Ingestion from hand to mouth contact from contaminated surfaces Absorption through cuts in the skin and through eye contact | All persons working at a school and any person in proximity contact with a child or other person for any period. Those at most risk include teachers, office staff, kitchen staff and cleaners who will be in direct contact with larger numbers of people | This is a respiratory illness: symptoms are: •Fever (above 37.8 Celsius) •A new, continuous dry cough •Difficulty in breathing •Pneumonia type symptoms. Loss of taste or smell | Building Controls The school will operate this risk assessment in conjunction with Government Guidance Coronavirus (COVID-19: implementing social distancing in education and childcare settings) Social Distancing To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings that remain open should: | 4 | 3 | 12 | Government guidance to be fully obeyed and Managers to clearly state what this entails and possible sanctions or disciplinary outcomes if not complied with. All persons who experience any possible symptoms to immediately leave site and to self-isolate. Training should reassure staff that the risk to them from the virus is very low if they follow the | 4 | 1 | 4 |

| Members of the public and other contractors working in the building Those who may be especially at risk include: All adults with underlying relevant health conditions, including Heart disease Lung disease Diabetes High blood pressure Cancer Weakened immune system Chronic asthma | tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) consider how children arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport request that all adults wear masks inside school building try to follow the social distancing guidelines Allow children to use toilet and washroom facilities Ensure that children wash their hands regularly for 20 seconds minimum time at regular intervals during the day | guidance and procedures put into operation in their building |
|---|--|---|
| Those aged 70 and over, with no underlying relevant health conditions Pregnant women (precautionary) It is recognized that children are at far lower risk than other age groups and are unlikely to suffer any symptoms – however it is understood that they may be carriers so suitable precautions are required | Classrooms and offices/halls etc. All areas must be kept well ventilated whilst a comfortable teaching environment is maintained. Poorly ventilated spaces to be identified and steps taken to improve air flow. All staff will be requested to wear a face covering in spaces/areas where a safe distance from others, with whom they are not usually in close contact, cannot be maintained. The risk will be reviewed daily by management and staff and changes may be brought in without due notice. All persons will have access to proper sanitation facilities including running warm water, soap, and paper towels on site. Alcoholic hand sanitiser will be used at regular intervals and held by persons directly. | |

| Additional sanitiser dispensers to be put in place on corridors Cleaning staff instructed to wipe desks at the start and end of each day and at breaks during the day The maximum number of persons allowed in the staff room at any time should be clearly displayed – this number must ensure that social distancing can be maintained. Hand washing and hygiene posters displayed in toilets and staff welfare areas | |
|--|--|
| Entry to Buildings | |
| Adults bringing children to school should escort them to the school entrance gate. Parents and visitors are requested to wear a face covering should they need to enter the building. | |
| Meetings Meetings will take place in well-ventilated rooms. Rooms sanitised at the end of each day Hand sanitiser and sanitising wipes provided in all meeting rooms/halls | |
| Reception Barrier in place to protect office staff from close contact with visitors. Deliveries of items for the school should be left by the delivery driver in the reception area or immediately outside. | |
| Catering/Kitchenettes Entry and exit doors to the staff room will be held open so to remove need for staff to touch door handles etc. Hand sanitiser and sanitising wipes provided throughout | |

| ٠ | Gloves and hand sanitiser available for staff |
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| | to use |

• Cleaning and sanitation conducted at the end of each day. Cleaners employed to clean and sanitise high usage areas throughout the day

First Aiders

- Will be provided with a surgical mask, ,and disposable gloves and access to hand sanitiser
- The mask can be used for periods up to 8 hours.
- The mask is required for administering chest compressions except where a defibrillator is available or where a person may exhale on to the first aider
- When removing gloves care must be taken not to touch the outside of the glove with skin.



- Mouth to mouth resuscitation should only be applied in -extremis and as a last resort – the mouth covering should always be used and disposed of as above.
- First aiders are unlikely to be put at significant risk from carrying out their duties as persons with COVID symptoms including children should already have been diagnosed and not be at the school.
- The above precautions will minimise the risk of infection occurring in the event of a person's accident or ill health.

Caretaking Staff

| Caretaking staff should ensure that they | | | |
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| maintain social separation of 2 metres when working in the premises | | | |
| When working near other persons for more | | | |
| than 15 minutes the use of a face mask may | | | |
| be considered | | | |
| A supply of disposable gloves should be | | | |
| available with washing facilities for overalls | | | |
| and protective clothing | | | |
| Care to be taken when receiving deliveries from couriers and delivery upper to minimizing | | | |
| from couriers and delivery vans to minimising contact times | | | |
| contact times | | | |
| The school will: | | | |
| keep everyone updated on actions being | | | |
| taken to reduce risks of exposure in the | | | |
| workplace | | | |
| make sure everyone's contact numbers and | | | |
| emergency contact details are up to date make sure teachers know how to spot | | | |
| symptoms of coronavirus (COVID-19) and are | | | |
| clear on any relevant processes, for example | | | |
| sickness reporting and sick pay, and | | | |
| procedures in case someone in the | | | |
| workplace is potentially infected and needs to take the appropriate action | | | |
| make sure there are places to wash hands for | | | |
| 20 seconds with soap and water, and | | | |
| encourage everyone to do so regularly | | | |
| provide hand sanitiser and tissues for staff | | | |
| and children at entrances to the school, in | | | |
| classrooms and toilet areas and encourage them to use them | | | |
| | | | |
| Teachers, office staff and children are instructed to: | | | |
| • All staff will be requested to wear a face | | | |
| covering in spaces/areas where a safe | | | |
| distance from others, with whom they are | | | |
| not usually in close contact, cannot be | | | |
| maintained. | | | |
| Test daily using LFD antigen tests (under | | | |
| weekly review) | | | |

| Cover your mouth and nose with a tissue or | |
|---|--|
| your sleeve (not your hands) when you cough | |
| or sneeze. See Catch it, Bin it, Kill it. | |
| Put used tissues in the bin straight away. | |
| Avoid close contact (at least 2m apart) with | |
| people who are unwell in any manner. | |
| Clean and disinfect frequently touched | |
| objects and surfaces such as desks and | |
| keyboards de la companya de la compa | |
| Do not touch your eyes, nose, or mouth if | |
| your hands are not clean. | |
| If someone has symptoms whilst at work, | |
| they must go home immediately after | |
| informing the Head Teacher. All other | |
| personnel should carry on but deep localised | |
| cleaning and disinfection will be carried out | |
| where the person was working | |
| The local workplace will be regularly cleaned | |
| -disinfecting door handles, handrails etc | |
| more regularly and provide cleaning | |
| materials, as necessary. | |
| Those adults identified as close contacts will | |
| be expected to continue daily LFD testing | |
| Parents of children identified as close | |
| contacts will be informed and requested to | |
| test children daily with LFD tests | |
| Suitable receptacles will be provided for | |
| disposal of masks, gloves, and other disposable items – the disposed items must | |
| be double bagged. | |
| Parents and carers entering the school | |
| Parents and carers entering the school building will be requested to wear face | |
| coverings | |
| Waste bins emptied frequently. Any waste | |
| suspected to be contaminated will be | |
| separated, double bagged and disposed of in | |
| accordance with PHE requirements | |
| | |

| | Basic face mask for each employee, spares to be held on site or within a suitable store. |
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| PPE REQUIRED | Alcohol hand sanitising solution (minimum 60-80% ethanol or equivalent). |
| | Nitrile or single use disposable gloves for normal activity |

| Additional control(s) required | Responsible Person(s) | Deadline | Date Completed | Signature |
|---|-----------------------|-----------|----------------|-----------|
| All persons to report daily on access to hand sanitising gel, hygiene facilities and masks. | Martin Hill | Immediate | | |
| All persons involved to read this assessment and strictly abide by the requirements placed. | Veronica Maher | Immediate | | |
| Training for all staff in COVID awareness/hazard recognition and provision of information and instruction | Veronica Maher | On-going | | |

| Severity (S) — The most li | kely outcome based on previous experience, knowledge and industry guidance | | | ently will it happen, taking into account previous experience, Ige and industry guidance | |
|----------------------------|--|---|------------------------|---|---|
| FATALITY | Single or multiple fatalities | 5 | FREQUENTLY | Daily or weekly | 5 |
| MAJOR | Permanent disability, long term absence, Serious damage to plant or property | 4 | REGULARLY | Between weekly and once a quarter | 4 |
| MODERATE | RIDDOR Reportable, over 7 day injury, GP fit note | 3 | INFREQUENTLY | Between quarterly and annually | 3 |
| MINOR | Cuts, bruises | 2 | RARELY | Once every 1-5 years | 2 |
| INSIGNIFICANT | No damage to person or property | 1 | FEASIBLE, BUT UNLIKELY | Less than once every 5 years | 1 |

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| 4 | L | м | м | н | н |
| 3 | L | м | м | м | н |
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| 1 | L | L | L | L | м |
| | 1 | 2 | 3 | 4 | 5 |

| н | High Risk = Action Immediately | |
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| м | Medium Risk = Action within three months of completing the assessment | |
| L | Low Risk = Action within six months of completing the assessment | |

| Manager name: | Miss V Maher |
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Manager signature:

Miss V Maher

| Date Reviewed | Amendments required / Issues addressed | Shared with Staff | Signed |
|--------------------------------|---|--------------------------------|---------------------------------------|
| 3 rd June 2020 | Change field 'area for KW group 2 to enable easier access to toilet facilities for younger children | 4 th June 2020 | V Maher |
| 15 th June 2020 | None required Also reviewed by governing body at remote meeting | N/A | V Maher |
| 1 st September 2020 | Updated to reflect current measures and guidance | 1 st September 2020 | V Maher |
| 2 nd September 2020 | Reviewed and agreed by the Governing Body of St Philomena's. | N/A | V Maher M Fairhall P O'Halloran |
| 2 nd November 2020 | Reviewed in light of national lockdown being put in place on 5 th November 2020 | 5 th November 2020 | V Maher |
| 31 st August 2021 | Reviewed in light of latest guidance and expectations | 8 th September 2021 | V Maher |
| | Reviewed in light of latest guidance and expectations | 4 th January 2022 | V Maher |
| 3 rd January 2022 | | | |