



St Francis Xavier Catholic Primary School



COVID-19: Checklist & Risk Assessment for reopening of school premises
in September 2021

Schools Safety Guide & Risk Assessment

Document title	COVID 19 – Checklist and Risk Assessment for full reopening of school premises: September 2021		
Owner	St Francis Xavier Catholic Primary School – Mrs J Downes		
Status	Live	Version	1
Last updated	March 2021 (Previous 2020 RA)	Last updated by	March 2021 (Previous 2020 RA)
Review date	September 2021	Last updated by	Mrs J Downes
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the move to step 4 in September 2021		

Constituent academy to which this policy relates:

Our Lady of Fatima Catholic Primary School

Our Lady and St Hubert's Catholic Primary School

St Ambrose Catholic Primary School

St Francis Xavier Catholic Primary School

St Gregory's Catholic Primary School

St Mary's Catholic Primary School

St Joseph's Catholic Primary School

St Philip's Catholic Primary School

St Wulstan's Catholic Primary School

Hagley Catholic High School

What are the significant hazard?	Who might be harmed?	Control measures in use	Residual risk rating H / M / L	Further Action Required (including by whom and when)
Inadequate information : Awareness of policies and procedures	Staff Pupils Others	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> • The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ • DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • Department for Health and Social Care • PHE • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the need to tell a member of staff if they feel unwell. 	MED	<p>Ensure all stakeholders (Staff, parents and pupils) are fully informed of control measures, policies and safety procedures</p> <p>JD 03.09.2021</p>
Infection control: Disruption to the running of the school in	Staff Pupils Others	<ul style="list-style-type: none"> • The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. • The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. • Follow Government advice and follow any instructions 	MED	<p>JD 03.09.2021</p>

cases of local outbreak				
Infection Control: Use of Transport	Staff Pupils Others	<ul style="list-style-type: none"> It is recommended that facemasks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school. It is important to ensure vehicles are well ventilated when occupied, by opening windows and ceiling vents. The need for increased ventilation while maintaining a comfortable temperature should be balanced. <p>On dedicated transport:</p> <ul style="list-style-type: none"> It is recommended that children and young people aged 11 and over continue to wear a face covering when travelling to secondary school or college. It is no longer recommended maximising distance and minimising mixing, but unnecessary risks such as overcrowding should be minimised. Children, young people and adults should follow public health advice on when to self-isolate and what to do. They should not board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. If a child or young person develops COVID-19 symptoms, however mild, while at school, they will be sent home. They should avoid using public transport and, wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, and it is age-appropriate and safe to do so, the child should walk, cycle or scoot home. If this is not possible, alternative arrangements may need to be organised by the school. More information on organising transport for children with symptoms is provided at guidance on the use of PPE in education, childcare and children's social care settings. Schools should have contingency plans outlining how they would operate if the number of positive cases substantially increases in the school or local area. Principles of managing local outbreaks of COVID-19 in education and childcare settings are described in the contingency framework. School will follow director of public health advice in cases of local outbreak. Schools put into place any actions or precautions advised by their local HPT. 	MED	JD 03.09.2021
Infection Control:	Staff Pupils	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles 	MED	Lunchtime cleaning no longer required.

Cleaning of school	Others	<ul style="list-style-type: none"> ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 		<p>Cleaners to revert to previous cleaning schedule and return to enhanced cleaning following any outbreaks of Covid-19.</p> <p>JD / AB (Vice Principal / NS (Site Manager) / Cleaners</p> <p>03.09.2021</p>
Infection Control: Ventilation class/office	Pupils Staff	<ul style="list-style-type: none"> • Identify any poorly ventilated spaces and take steps to improve fresh air flow • If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible • Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply • Where appropriate open external windows, internal doors and external doors to improve natural ventilation • If external doors are opened, ensure that they are not fire doors and are safe to do so 	MED	<p>Ensure windows in all classrooms can open fully</p> <p>Install DfE CO2 monitor on arrival and check levels in classrooms and hall</p> <p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p> <p>03.09.2021</p>

<p>Ill Health: Poor hygiene practice</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Pupils are discouraged from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE 	<p>MED</p>	<p>Regular hand washing in all year groups and signage in school to encourage hand washing and good hygiene</p> <p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p> <p>03.09.2021</p>
<p>Lack of infection control: Spread of infection</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	<p>MED</p>	<p>Ensure all stakeholders (Staff, parents and pupils) are fully informed of control measures, policies and safety procedures</p> <p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p> <p>03.09.2021</p>
<p>Infection control: Classroom management</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting. Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings It would be sensible to revert back to previous control measures in the event of a local outbreak. Continue to use a cautious approach with arrangements 	<p>MED</p>	<p>Ensure Outbreak Management Plan is up-to-date and fit for purpose</p> <p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p>

				03.09.2021
Infection control: Assemblies	Pupils Staff	<ul style="list-style-type: none"> There are no restrictions in place for holding assemblies and singing in the school hall. 	MED	Gradual reintroduction of assemblies – Key Stage assemblies in first instance JD / AB (Vice Principal) 03.09.2021
Infection control: Lunchtimes	Pupils Staff	<ul style="list-style-type: none"> Lunchtime arrangements can revert back to previous arrangements. Tables must still be cleaned on a regular basis throughout dinner time activities. 	MED	Revised lunch time rota and schedule in place JD / AB (Vice Principal) 03.09.2021
Infection control: Playtime and using equipment	Pupils Staff	<ul style="list-style-type: none"> Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment. 	MED	Revised break time rota and schedule in place JD / AB (Vice Principal) All staff 03.09.2021
Infection control: Personal Protective Equipment	Pupils Staff	<ul style="list-style-type: none"> Face coverings are no longer advised for staff and visitors in classrooms, corridors or communal areas It is recommended that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school." 	MED	Face coverings still advised for large communal events e.g. parents' evenings etc

Face Coverings		<ul style="list-style-type: none"> • School will follow director of public health advice in cases of local outbreak. • Schools put into place any actions or precautions advised by their local HPT. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf 		<p>All staff</p> <p>03.09.2021</p>
Coronavirus Symptoms: Ill Health	Staff Pupils Others	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • For pupils the relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 	MED	<p>Clear communication on symptoms and expectations regarding illness and procedures if children are unwell</p> <p>All staff</p> <p>03.09.2021</p>
Infection control: Primary School Pupils Autumn Term Asymptomatic testing	Pupils Staff	<ul style="list-style-type: none"> • There is no need for primary age pupils (those in year 6 and below) to test over the summer period. • No testing is required of Primary age children • Staff should undertake twice weekly home tests whenever they are on site until the end of September when this will be reviewed 	MED	<p>Staff only to continue testing regime</p> <p>All staff</p> <p>03.09.2021</p>

<p>Infection control: Positive Cases</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace. School will support NHS Test and Trace when required to help identify close contacts <p>From 16th August 2021</p> <ul style="list-style-type: none"> From 16 August 2021, children 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. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. <p>Over 18 years of age</p> <ul style="list-style-type: none"> 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact. Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. <p>Staff / Pupils</p> <ul style="list-style-type: none"> With a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 and continue to self-isolate If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as the individual doesn't have COVID-19 symptoms 	<p>MED</p>	<p>Staff and parents informed of routines and arrangements regarding contact tracing and isolation</p> <p>JD / AB (Vice Principal)</p> <p>All staff</p> <p>03.09.2021</p>
<p>Lack of infection control: Poor management of infectious diseases</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> Staff are instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. Staff inform the headteacher when they plan to return to work after having coronavirus. A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	<p>MED</p>	<p>Clear communication on symptoms and expectations regarding illness and procedures if children are unwell</p> <p>All staff</p> <p>September 2021</p>

		<p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <p>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> ➤ 5 children, pupils, students or 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 <ul style="list-style-type: none"> • For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time: • All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. • Settings may wish to seek additional public health advice if they are concerned about transmission in the setting. 		
<p>Unsafe Practices: Lack of communication</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff and parents adequately updated about any changes to infection control procedures as necessary. 	<p>MED</p>	<p>Clear communication on symptoms and expectations regarding illness and procedures if children are unwell</p> <p>All staff</p> <p>03.09.2021</p>
<p>Infection Control: Admitting children into school</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • Your decision would need to be carefully considered in light of all the circumstances and current public health advice. 	<p>MED</p>	<p>Clear communication on symptoms and expectations regarding illness and procedures if children are unwell</p> <p>All staff</p> <p>September 2021</p>

Infection Control: CEV children	Pupils Staff	<ul style="list-style-type: none"> All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend 	MED	<p>Close liaison with parents of CEV children</p> <p>JD / AB (Vice Principal)</p> <p>All staff</p> <p>Ongoing</p>
Infection Control: Admitting people into school	Pupils Staff	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine Anyone staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised If the member of staff is in close contact with the child then they should wear appropriate PPE A window should be opened for fresh air ventilation if possible Any rooms that have been used for this purpose should be cleaned after they have left As anyone within the household should follow the PHE guidance for households with possible or confirmed COVID-19 infection, then any siblings within the school will be identified and also sent home. 	MED	<p>Clear communication on symptoms and expectations regarding illness and procedures on attendance at school</p> <p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p> <p>03.09.2021</p>
Infection Control: Staff CEV	Staff	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus Staff should attend their place of work if they cannot work from home The school will follow DHSC updated guidance 	MED	<p>School staff to follow updated DFE guidance</p> <p>JD / AB (Vice Principal)</p> <p>All staff</p> <p>Ongoing</p>
Financial risk: Educational visits	Pupils Staff	<ul style="list-style-type: none"> If booking new visits ensure that the school have adequate financial protection in place From the start of the Autumn school term you can go on international visits. 	MED	<p>Off-site educational visits kept to a</p>

		<ul style="list-style-type: none"> You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. The school should have a contingency plan in place to account for any changes in the government travel list Full risk assessments must be undertaken. 		<p>minimum during Autumn term</p> <p>JD / AB (Vice Principal)</p> <p>All staff</p> <p>Autumn 2021 onwards</p>
Infection Control: Wraparound care	Pupils	<ul style="list-style-type: none"> Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited Pupils should be encouraged to attend settings close to where they live or go to school, ideally within walking or cycling distance Where they attend venues further afield they should follow latest guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend. Wraparound childcare and other organised activities for pupils may take place in groups of any number. You should ensure that key contractors are aware of your setting's control measures and ways of working. Ensure you have enough staff available to meet the required ratio 	MED	<p>Clear communication on symptoms and expectations regarding illness and procedures if children are unwell</p> <p>All staff</p> <p>September 2021</p>
Infection Control: Out of school settings Parents attendance	Pupils Parents Staff Others	<ul style="list-style-type: none"> Parents are no longer limited to specific number attendance. Ensure up to date contact information is available in the event of an emergency. Keep a record of where and when your child attends a setting to help NHS Test and Trace identify contacts. Out of school settings will not be expected to undertake contact tracing. Individuals are not required to self-isolate if they are a close contact of someone with COVID-19 if they are fully vaccinated, below the age of 18 years and 6 months, taking part in an approved COVID-19 vaccine trial or are unable to get vaccinated for medical reasons. Instead they will be advised to take a PCR test. They will not need to wear a face covering within the setting. Check with the provider that they are following the relevant guidance to reduce the risk of infection. If the number of positive cases substantially increases, please refer to the Outbreak Management Plan. 	MED	<p>JD / AB (Vice Principal / NS (Site Manager)</p> <p>All staff</p> <p>03.09.2021</p>
Infection Control:	Pupils Parents	<ul style="list-style-type: none"> All places of worship should follow and keep up to date with the latest guidance. COVID-19: guidance for the safe use of places of worship - GOV.UK (www.gov.uk) 	MED	<p>Consult with Fr Nwafor before</p>

Measures for Places of Worship	Staff Others			<p>planning visits to church for Mass</p> <p>JD / AB (Vice Principal)</p> <p>September 2021</p>
Infection Control: Measures for grassroots sport participants, providers and facility operators	Pupils Parents Staff Others	<ul style="list-style-type: none"> All grassroots sport participants, providers and facility operators should follow and keep up to date with the latest guidance. Guidance on coronavirus (COVID-19) measures for grassroots sport participants, providers and facility operators - GOV.UK (www.gov.uk) 	MED	<p>Ensure that Fit 4 Schools are aware of processes and Risk Assessment in place</p> <p>JD / AB (Vice Principal)</p> <p>September 2021</p>