
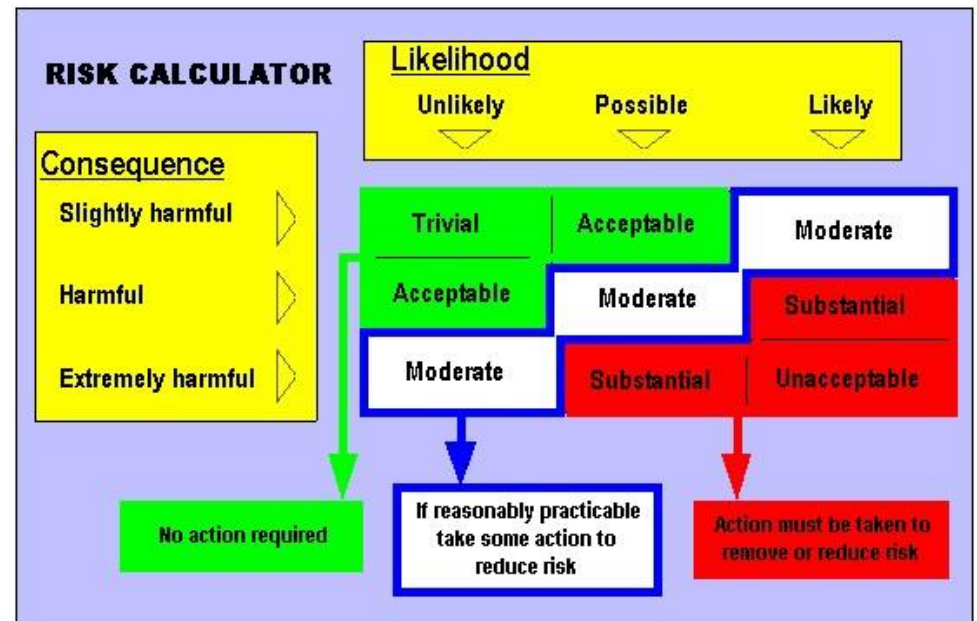


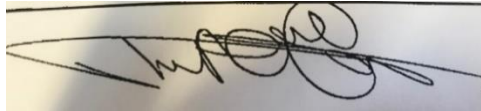
School Assessment Number SFX 1:18		Risk Assessment for School					
		Assessment Title: Reopening of the school Risk Assessment					
		School Name: St. Francis Xavier Catholic Primary.					
Issued by:	Mr. J. O'Connor	Approved by:	BN	Issue Number:	Revised 1/9/2020 & 11/9/2020 & 06/11/2020, 02/12/2020, 04/01/2021, 04/02/2021, 01/03/2021, 09/04/2021, 03/05/2021, 10/05/2021, 14/05/2021, 21/06/2021, 05/07/2021, 27/09/2021, 25/11/2021	Sheet Number:	1 of 4



A self-evaluating school for Safeguarding and the Protection of children.

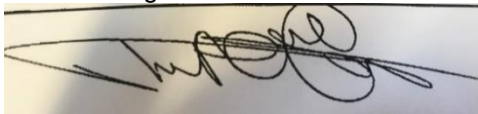
- Management of H & S at Work Regulations 1999 <http://www.hse.gov.uk/simple-health-safety/write.htm>



			
Annually or when significant changes occur to circumstances – see edited notes in blue			
25/11/2021			
Mrs B. Nesbit			
Signed : E Cotterill			

Date of Assessment: 25/11/2021

Assessor Signature:



Assessment Frequency:

Follow up Assessment Dates:

01/11/2021, 25/11/2021, 04/01/2021, 04/02/2021

Signed and accepted by Headteacher / Centre Manager:

B.NESBIT

Signed and Accepted by Chair of Governors:

A.SEARSON

If the NHS COVID-19 app has alerted staff inappropriately, this Risk Assessment clarifies whether the contact notification is likely to relate to the workplace contact.

If the school is satisfied that there has not been close contact as per the Test & Trace guidance in ANY setting (not just the workplace i.e. social contact, car sharing, or contact with other positive people who are not fellow workers), then the staff can ignore the alerts from the NHS COVID-19 app.

Even so they should be vigilant for the symptoms of COVID-19 and immediately self-isolate and get a test if they develop any.

ALL Staff will maintain at least a two metre distance from each other at all times and remain within their own bubble for the duration of the school day in line with the school risk assessment and COVID policy.

IF YOU AMEND THE RISK ASSESSMENT YOU MUST RE EVALUATE THE RISK RATINGS - IF YOU DO NOT AMEND THEM YOU ARE AGREEING THAT YOU WILL APPLY ALL THE CONTROL MEASURES THAT ARE IDENTIFIED

(The Risk Assessment has been amended and the risk ratings revaluated. Following this revaluation, the control measures remain the same and where necessary further guidance has been submitted and highlighted in red.)

The overall rating for Doncaster for the seven days ending 28th December 2020 is 240.5 infections per 100,000 people. The rate for the seven days ending December 15th 2020 was 220.5 infections per 100,000 people and this contributed towards Doncaster remaining in tier 3 in the Government restriction levels.

The latest updated data is that on December 28th 2020 these were:

1. 0-4 years – 72 infections per 100,000
2. 5-9 years – 61.6 infections per 100,000
3. 10-14 years – 109 infections per 100,000
4. 15-19 years – 291 infections per 100,000

This is a significantly better position than at the end of October, when the overall rate was nearly 580 infections per 100,000.

On the basis St Francis Xavier Catholic Primary School has revised the risk assessment in line with the recent government guidelines and the statistical data it has available to it.

In light of the Government Guidelines for Pregnant staff, the school issues separate bespoke Risk Assessments for any staff who is pregnant. These are shared only with the member of staff concerned for Data Protection Purposes.

We are collating all the risk assessment procedures for wider return into a new risk which has been sent from our Health & Safety Providers. These will include:

- The latest government guidance issued
- All previous risk assessment information which has been identified in the previous documents
- Highlighted areas will need to be reviewed in each school and risks mitigated within the document

These will be reviewed and any additional guidance provided in the wider opening updated plans from the DFE and from our Health & Safety Provider. They will highlight any additional information that needs to be included in the risk assessment document.

Where necessary, for any pregnant or clinically vulnerable staff, an individual risk assessment has been completed.

Hazard Observed	Risk rating before controls Consequence x Likelihood =	Control Measures	PERSONS AT RISK						Risk rating after controls Consequence x Likelihood =	Control measure by: Initial
			Employee	Person	Young	Child	Public	User		
Lack of social distancing in the classroom resulting in direct transmission of the virus	Substantial/ Unacceptable	<p>Children keep to their desks when in the room Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc.)</p> <p>Charter re-visited and modelled at least twice a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance Children isolated if cannot adhere to charter and spoken to re the need for social distancing Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction Children to use same desk if returning next day Teacher and LSA are assigned to these children and stay with these children throughout the day (<i>and on subsequent days</i>)</p>	Y	Y	Y			Y	Moderate	

<p>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Toilets FS1 and FS2 to use Nursery toilets in their enclosed unit. Year 1 to use the toilets in the year 1 classroom. Year 2, 3 and 4 Boys to use the Boys toilets at the year 4 stairwell. Year 5 and 6 Boys to use the Boys toilet on the year 5 corridor opposite caretaker's office. Year 2, 3, 4 and 5 Girls to use the Girls toilet on the year 5 corridor opposite the caretaker's office. Year 6 Girls to use the designated Girls toilet in year 6. Enhanced</p> <p>(In line with guidance from the local authority, these toilet arrangements remain in place, it is an acceptable and manageable risk and toilets will be cleaned at least once during the school day, aswell as on an evening at the end of each school day.)</p> <p>Hand gel used after toilet use as well as washing hands Extra Signs in toilet re washing hands Extra soap ordered to ensure we do not run out (continually monitoring and replenishing) Children and staff regularly encouraged to wash their hands. Children will wash their hands when they enter school, after they have been outdoors, after using the toilet, before and after lunch, mid-morning and mid-afternoon. Adequate supply of paper towels provided – SBM and Caretaker to ensure this is the case (continually monitoring and replenishing)</p> <p>Signs displayed at washbasins how to correctly wash hands</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Moderate</p>	
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<p>Lack of social distancing waiting to enter School in morning resulting in direct transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Face coverings to be worn by all parents/ carers on entering school grounds</p> <p>Avoid contact at entrance gate parents to adhere to 2m distancing where possible</p> <p>Instructions shared re social distancing between families in the morning with parents and children</p> <p>Signage for parents and children displayed outside the classroom and gates.</p> <p>Alternate staff to supervise distancing at the gate whilst maintaining a safe distance.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>	<p>Moderate</p>	<p>Office Staff Teacher</p>
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<p>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Staggered playtimes, each bubble has their break at an allocated time.</p> <p>Reduced playtime equipment – hard surfaces and can be easily cleaned</p> <p>Games discussed which encourage social distancing</p> <p>All Games to take place outside as far as possible.</p> <p>Staff supervision throughout – actively encouraging and insisting on social distancing</p> <ul style="list-style-type: none"> · Staff not to sit with children at lunchtime to eat · Masks in communal areas are recommended 	<p>Y</p>	<p>Y</p>	<p>Y</p>			<p>Moderate</p>	
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<p>Lack of social distancing at breakfast club and when eating lunch resulting in direct</p>	<p>Substantial/ Unacceptable</p>	<p>Staggered lunch breaks, one bubble at a time</p> <p>Deep clean between the groups of tables chairs and area</p> <p>Children to rewash their hands before eating and adhere to the guidance.</p> <p>All staff are to wear visors and gloves where necessary when undergoing duties for lunchtime supervision in the</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>			<p>Moderate</p>	
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transmission of the virus		canteen. The same applies to breakfast club arrangements.							
Lack of social distancing in the corridors resulting in direct transmission of the virus	Substantial/ Unacceptable	<p>Messages to office to be e-mail or phone where possible</p> <p>Staff use empty classrooms to maximise the distance between each other</p> <p>A one way system is deployed around the school</p> <p>Agree instructions with children concerning going to and returning from toilet</p> <p>When moving from class around the school – 2 metres to be adhered to where possible between children – one adult at back insisting the distance is maintained.</p> <p>When moving from class around the school – 2 metres to be adhered to where possible between children – one adult at back insisting the distance is maintained.</p> <p>Social distancing posters displayed in corridors to remind staff/children to keep 2m distance</p> <p>Face masks may be worn in communal areas.</p>	Y	Y	Y		Y	Moderate	

<p>Contact of shared resources resulting in indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Teachers will continue to mark as per the marking policy, since they remain within the same bubble. Tables, door handles and other surfaces cleaned every night Lessons planned so resources are individual and not shared – or on white board Resources on tables ready for lesson and not distributed within the lesson Plastic wallets used for individual resources Children encouraged to wash hands / use hand gel before lessons and after each lesson Doors and windows to be kept open where safe to do so to allow air to circulate this does not include any fire doors. Updated – 10/05/2021 - Staff advised to wear gloves when travelling on public transport or car sharing. Passenger to sit in back seat of car if car sharing.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	
<p>Emotional distress of the children</p>	<p>Substantial/ Unacceptable</p>	<p>Children to have class teacher and LSA to support their class throughout the day including playtime and dinner times Mental health and well-being mentor to support children with Learning Mentor who struggle to re-integrate into school Mental health and wellbeing curriculum to be delivered throughout the first two weeks to support children’s well-being – slowly increasing the cognitive load Rainbows programme to be delivered to identified pupils now training is complete and resources in school</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>			<p>Moderate</p>	

<p>Emotional distress of the staff – including anxiety</p>	<p>Substantial/ Unacceptable</p>	<p>Inclusion in risk assessment process – input into hazard identification and control measures Staff meeting – virtually – to discuss concerns and shared control measures At least one SLT member of staff on site every day for staff to share concerns with Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible Designated “staff areas” areas for different groups of staff – maybe rota for same area if needed</p> <p>Identification of Key areas of concern for all staff in respect to possible transmission of the virus:</p> <ol style="list-style-type: none"> 1. PPA Room – The Photocopier is to be cleaned after individual use, antibacterial wipes provided to ensure this takes place. 2. School Keypads – All staff must wash their hands when arriving into school after they have used both keypads. (Keypads will be cleaned at least 3 times a day). 3. Facemasks – May be used in communal areas 4. A Strict limited amount of visitors allowed to the school and no visitors are to have access to the school without the explicit permission of the Executive Head. 	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>	<p>Acceptable</p>	<p>Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments PPE equipment ordered if needed ongoing monitoring and replenishment.</p>		<p>Y</p>	<p>Y</p>			<p>Acceptable</p>	

Extra disposable aprons ordered ongoing monitoring and replenishment.

Extra gloves ordered. Ongoing monitoring and replenishment.

Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk

Please note the Government guidance states “Wearing face coverings or face masks is not recommended”

In respect to EYFS, the Government guidance has not changed in respect to the wearing of facemasks. EYFS staff may use a visor in the classroom and must wear protective equipment for intimate care. This is in line with the revised intimate care policy of the school.

Ventilation

Whilst the weather is still cooler, it is still important to ensure ventilation within the classrooms by opening windows and doors. It is therefore important to encourage pupils to wear more clothing to ensure they are not cold within the classroom. This could be ‘skins’ under their uniform or jumpers and cardigans. Some of these may not be school uniform however it is ok for these to be on pupils’ chairs in case they want to put it on.

Windows can be opened slightly when pupils are in and opened more widely during break and lunchtimes to increase the ventilation. Heating can be turned up to ensure that pupils and staff are not cold.

Planning for Learning in classrooms:

Staff teaching older pupils should reduce carpet time in this interim period and try and adopt more whole class instruction where pupils remain in their desks

		<p>Staff need to ensure that individual place settings remain in the class. Try and reduce collaborative learning time during this interim period</p> <p>Staff need to ensure that desks are appropriately placed to face the front as we initially implemented to ensure that each pupil has their own individual space rather than group settings. (if at all possible)</p> <p>Staff should plan using the recovery curriculum and ensure that social and emotional learning is planned on return in order to resettle the pupils back into the environment. If staff need more time, then it is important to take this rather than continue with the planned curriculum. (this will benefit in the longer term)</p> <p>It is really important to establish and reset the rules and routines within the classroom on return. Don't assume that pupils will just remember these. Implement high expectations for behaviour in shared areas, corridors and at playtimes. Review the equipment use and ensure that the playgrounds are zoned appropriately to maintain the bubbles. Collaborate with the pupils on the equipment they require at playtimes in order to engage them. Allocate monitors for cleaning equipment and organising this within the zoned areas. Plan it all specifically so pupils understand the routines.</p> <p>Take time prior to wider-opening to review all your planned procedures from the start of the day to the end of the day. Create a briefing document for your support staff so that everyone is clear about the high expectations you will insist on each day. This will support the smooth running of behaviour across the academies.</p> <p>All equipment, should not be taken off the school site. Marking and feedback should be integrated within lessons and at the end of the day on the school site. Written marking will be reduced and feedback should be provided in whole class introductory sessions to lessons or as part of the main teaching points for the next lessons.</p>									
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This should continue where possible. There may be some exceptions where staff are marking longer writing pieces.

<p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Hand gel dispenser around the classrooms and school Hand gel order in large quantities ongoing monitoring and replenishment.</p> <p>Extra soap dispensers and re-fills in each classroom ongoing monitoring and replenishment.</p> <p>Extra hand washing encouraged in each classroom Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school,</p> <p>using the toilet and any time they cough or sneeze Washing hands posters in all washing areas Reminders how to wash hands properly – videos and posters Procedure agreed for children to wash hands so thorough hand washing</p> <p>Updated 10/05/2021 - Staff advised to wear gloves when travelling on public transport or car sharing. Passenger to sit in back seat of car if car sharing.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	
<p>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>All surfaces, handles, toilets and shared equipment will be cleaned each day PPE will be worn by all cleaning staff Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	

<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>	<p>Substantial/ Unacceptable</p>	<p>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p> <p>Pregnant women who are less than 28 weeks pregnant with no underlying health conditions that place them at greater risk of severe illness from COVID 19 are to have a pregnancy workplace risk assessment completed by the employer. Continue to work if the risk assessment advises you to do so. Follow the guidance throughout this risk assessment.</p>	<p>Y</p>				<p>Y</p>	<p>Moderate</p>	
<p>Risk if child or member of staff tests positive</p>	<p>High Risk</p>	<p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p><i>When an individual develops COVID-19 symptoms or has a positive test</i></p> <p>Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u>. 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).</p> <p>If anyone in your school develops <u>COVID-19 symptoms</u>, however mild, you should send them home and they should follow public health advice.</p> <p>If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	

		<p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <u>use of PPE in education, childcare and children’s social care settings</u> guidance. Any rooms they use should be cleaned after they have left.</p> <p>Microsoft teams set up for home learning to be completed with full timetable of lessons available.</p> <p>Classroom to be deep cleaned.</p> <p>All siblings from other bubbles must still attend school as usual. In line with Government Guidelines Updated 22nd March – All measures have been addressed in light of positive case. The risk to the remainder of the school remains negligible and the school has followed government guidelines.</p> <p>Toilets are a manageable risk as per risk assessment.</p> <p>All ventilation doors to be kept open.</p> <p>One minute guides provided to all staff highlighting all risks and regulations in place regarding COVID-19</p> <p>Staff room to be checked to ensure social distancing is being adhered to.</p>							
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		<p>If the NHS COVID-19 app has alerted staff inappropriately, this Risk Assessment clarifies whether the contact notification is likely to relate to the workplace contact.</p> <p>If the school is satisfied that there has not been close contact as per the Test & Trace guidance in ANY setting (not just the workplace i.e. social contact, car sharing, or contact with other positive people who are not fellow workers), then the staff can ignore the alerts from the NHS COVID-19 app.</p> <p>Even so they should be vigilant for the symptoms of COVID-19 and immediately self-isolate and get a test if they develop any.</p> <p>ALL Staff will maintain at least a two metre distance from each other at all times and remain within their own bubble for the duration of the school day in line with the school risk assessment and COVID policy.</p> <p>Lateral Flow tests need to be taken twice a week by all members of staff</p>						
<p>Risk of infection within the EYFS unit.</p>	<p>Substantial/ Unacceptable</p>	<p>All children within the EYFS unit to be outdoors as much as possible.</p> <p>EYFS classrooms to be ventilated at all times with all windows open.</p> <p>All staff to keep 2m apart wherever possible. Any vulnerable staff to keep 2m distance at all times.</p> <p>All staff to use PPE (Visor, Apron and Gloves) when completing intimate care.</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>

		All staff to ensure E-Flow tests are completed on a weekly basis.							
Risk of disruption to school day due to isolation periods.		<p>Staff Meetings –</p> <p>During this wider-opening period, it is appropriate to still put on hold all new developments in order to provide staff with the time and space to continue to focus on teaching & learning, planning and assessment. Staff meetings can therefore be limited, and more phase meetings to support the moderation of learning. Staff will appreciate having the time to reflect on the learning, as the days are so busy with the Health & Safety Procedures.</p> <p>It is good practice to:</p> <ul style="list-style-type: none"> • Promote phase meetings so that all teachers have support over the next 4-8 weeks • Reschedule new developments and plans into the summer term and update the School Improvement into areas which are feasible to progress with and areas which may need re-planning from Autumn 2021 • Provide feedback to staff on the way the school is running and praise the efforts of the whole team <p>SLMT to review the above plans. Remote staff training can still take place or socially distanced training in large hall spaces if this is possible. We must ensure that we do not overload staff at this point and ensure that the focus remains on Teaching and learning. Whilst new developments are important, they can only be undertaken at the appropriate time for change.</p>	Y	Y	Y		Y	Moderate	

		<p><u>LFT Testing:</u> All home testing arrangements implemented within January must continue and this is likely to be up until the end of the summer term 2021 but possibly on-going throughout 2021-2022. The only changes to previous guidance is that staff can book their own PCR test rather than School doing this on employee's behalf. Please contact school admin if you have any problems in getting in for tests.</p> <p>Remote learning cannot be provided for pupils whose parents are not allowing them to attend school. In this instance they can undertake the work provided for other pupils for home learning however we cannot make provision for both. It is important however to liaise with parents and try and get these pupils into school. In the event of any problems from parents, please direct them to the Heads of School <u>All remote learning policies should be published on the school website and the School website.</u></p> <p><u>IT Devices:</u> It is important to continue to provide access to IT devices after wider return for pupils, in order to engage with home learning opportunities and to allow for access to the catch-up interventions which will be integrated into on-site and off-site learning.</p> <p><u>Using IT devices during lessons:</u> It has been very apparent that during on-site learning, pupils have enjoyed the access to their own device at their desks to support their learning. Try and ensure that this continues on return. It is important for schools to not go to</p>							
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		<p>old ways of working but to capitalise on this new era and continue to build the use of these into their practice. As a school we will continue to explore through the summer, more devices. It is our vision that have pupil has an individual device to use as well as their workbooks and this becomes an expectation to ensure that we have striving for equity for all pupils.</p> <p>We would welcome any staff ideas or initiatives to support this so please contact us in order to offer these.</p>							
Policies and procedures.		<p>Review at least the following policies and procedures:</p> <ul style="list-style-type: none"> - Health and safety - Child protection and safeguarding (safeguarding and remote education) - Attendance Behaviour & Exclusions - Pastoral/Welfare <p>Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health</p> <p>Inclusion Manager to be given additional time to complete any support work or referrals where needed.</p> <p>Amend procedures for fire drills</p> <p>Assess whether any other trust and/or academy-based policies and procedures need to be reviewed and amended</p> <p>Consider whether any delegations in the scheme of delegation need to be amended or stood down</p>	Y	Y	Y		Y	Moderate	

		<p>If the NHS COVID-19 app has alerted staff inappropriately, this Risk Assessment clarifies whether the contact notification is likely to relate to the workplace contact.</p> <p>If the school is satisfied that there has not been close contact as per the Test & Trace guidance in ANY setting (not just the workplace i.e. social contact, car sharing, or contact with other positive people who are not fellow workers), then the staff can ignore the alerts from the NHS COVID-19 app.</p> <p>Even so they should be vigilant for the symptoms of COVID-19 and immediately self-isolate and get a test if they develop any.</p> <p>ALL Staff will maintain at least a two metre distance from each other at all times and remain within their own bubble for the duration of the school day in line with the school risk assessment and COVID policy.</p>							
<p>School kitchens, supply chains and contracts</p>		<p>Scrutinise plans to reopen school kitchens and compliance with the <u>guidance for food businesses</u> on COVID-19</p> <p>Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done</p> <p>Reactivate supply chains if this has not already been done</p> <p>Ensure there is free school meals provision over the holiday period</p> <p>Check suppliers know and understand the system of controls and hygiene arrangements</p>	<p>Y</p>	<p>Y</p>	<p>Y</p>		<p>Y</p>	<p>Moderate</p>	

		Agree approach to any scheduled or ongoing building works in relation to safety							
Communications		<p>Plan and agree communications to staff, including but not limited to:</p> <ul style="list-style-type: none"> - Arrangements for keeping staff and pupils' safe - Staff deployment and attendance expectations - Curriculum and timetabling - Workload and wellbeing - Training <p>Plan and agree communications to parents/carers, including but not limited to:</p> <ul style="list-style-type: none"> - Attendance expectations - Uniform expectations - The curriculum - Transport - Dropping off and picking up - Parents/ carers visiting the school - <p>Agree the frequency of communications with parents or delegate to school-level</p>	Y	Y	Y		Y	Moderate	

Annex A: The Public Health System of Controls

The system of nine controls is the set of actions schools MUST take, grouped into 'prevention' and 'response to any infection.'

There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified

in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.

A. Prevention	<p>You must always:</p> <ol style="list-style-type: none">1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.2) Ensure face coverings are used in recommended circumstances.3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.6) Consider how to minimise contact across the site and maintain social distancing wherever possible.7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none">8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.9) Promote and engage in asymptomatic testing, where available.
B. Response to any infection	<p>You must always:</p> <ol style="list-style-type: none">10) Promote and engage with the NHS Test and Trace process.11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.12) Contain any outbreak by following local health protection team advice

To be completed in the event of any accidents which take place & impact on the above risk assessment.

ST FRANCIS XAVIER - ANY FURTHER IDENTIFIED RISKS : -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
<p>Ensure staff are fit and well to work:</p> <ul style="list-style-type: none"> • Staff attending work with COVID-19 symptoms • Virus transmission between different staff members • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Contamination of work surfaces, equipment and other contact areas • Staff not following current guidance regarding testing 	<p>Everyone</p>	<p>Substantial Unacceptable</p>	<ul style="list-style-type: none"> • Identified likely numbers of pupils returning and agreed required staffing resource, liaising with local authority on your plans. • All staff confirm they are medically fit for work • Social distance maintained between staff and pupils at all times • Information collected via telephone calls for numbers of children • Information regarding shielding and vulnerable collected by survey completed by the parents • All parents concerns or worries about returning to school will be discussed. • Mental health and well-being support has been available for children, parents and staff throughout • Regular staff check in throughout the period 	<p>Unacceptable - Moderate</p>	<p>School Governors, school manager, employees.</p>

<p>MAINTAINING SOCIAL DISTANCING WHERE PRACTICABLE HELP PREVENT THE SPREAD OF THE VIRUS</p> <ul style="list-style-type: none"> • Not achieving social distancing in the workplace • Virus transmission between different staff members • Virus transmission between different pupils • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Too many staff in the workplace rendering social distancing not practicable • Too many pupils in the school rendering social distancing not practicable. 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Where possible children and young people in small groups. • 2 metres away from each other where practicable. • general groups will be kept apart corridor passing will be minimised staggered lunch times in accordance with a timetable staggered break times on a rota in accordance with a timetable • Alternative arrangements made for lunch time and eating area. • One way system in place around the school. • 	<p>Moderate</p>	<p>School Governors, school manager, employees.</p>
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<p>INFECTION PROTECTION & CONTROL (FROM DIRECT & INDIRECT TRANSMISSION)</p> <ul style="list-style-type: none"> • Staff attending work with COVID-19 symptoms • Virus transmission between different staff members • Virus transmission between different pupils • Virus transmission between staff and pupils • Virus transmission between staff and parents • Virus transmission between staff and others • Contamination of work surfaces, equipment and other contact areas 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Staff will be sent home if showing Covid 19 symptoms whilst at work and asked to seek a test immediately. • Staff will be working with the same staff and not mixing with others • Pupils will be sat in accordance with social distancing guidelines • Staff and pupils to maintain social distancing where possible • Only one adult to attend on drop off and collection of their child • Adults to ring and make appointments to speak with staff No parents gathering on drop off and collection points of the children • Children to be seated where possible in same places and use same equipment to prevent contamination and all surfaces to be cleaned thoroughly at the end of each school day. 	<p>Moderate</p>	<p>School Governors, school manager, employees, caretaker</p>
<p>When open and operating throughout the day</p> <ul style="list-style-type: none"> • Mixing of groups including pupils and staff • Cleaning and hygiene not maintained • Sharing resources • Transport arrangements not adjusted 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Children will not be mixing with other groups in the school and will stay in their own groups each day. • Cleaning to be maintained daily • Children to be encouraged to wash their hands for a minimum of 20 seconds on a regular basis No sharing of resources where possible 	<p>Moderate</p>	<p>School Governors, school manager, employees.</p>

<p>Health and safety compliance checks recommissioned</p> <ul style="list-style-type: none"> • Fire risk assessment and fire emergency escape plan as normal • Health and safety local checks not restarted. 	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<p>Means of escape from a fire:</p> <ul style="list-style-type: none"> • FS1 and FS2 will exit via the playground nursery classroom door. • Year 1 will exit via the Year 1 playground classroom door. • Year 2 will exit via the Year 2 playground classroom door. • Year 3 will exit via the fire exit in the Year 4 stairwell. • Year 4 will exit via the fire exit in the Year 4 stairwell. • Year 5 will exit via the Year 5 side exit door. • Year 6 will exit down the stairs and via the fire exit in the Year 4 stairwell. 	<p>Moderate</p>	<p>School Governors, school manager, caretaker</p>
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<p>For cleaning and hygiene:</p> <p>☐ COVID-19 VIRUS</p>	<p>Everyone</p>	<p>Substantial/ Unacceptable</p>	<ul style="list-style-type: none"> • Follow the COVID-19: cleaning of non-healthcare settings guidance • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, door handles sinks, toilets, light switches, bannisters, more regularly than normal ☐ Ensure that all adults and children: <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. Ensure all soap, sanitizers etc readily available. • Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are 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 tissues available in all areas. • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs and repetition • Ensure that bins for tissues are emptied throughout the day • Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • GET IN TOUCH WITH PUBLIC SECTOR BUYING ORGANISATION PARTNERS (FOR EXAMPLE ESPO, YPO, NEPO) ABOUT PROPORTIONATE SUPPLIES OF SOAP, ANTI-BACTERIAL GEL AND CLEANING PRODUCTS IF NEEDED. ongoing monitoring and replenishment. <p>☐</p>	<p>Moderate</p>	<p>School Governors, school manager, employees, caretaker, cleaners</p>
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Keep cohorts together where possible and:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Ensure that wherever possible children and young people 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. In schools and colleges, you may want to consider seating students at the same desk each day if • they attend on consecutive days. • Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days. 	Moderate	School Governors, school manager, employees.
Hierarchy of Controls	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges. • 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. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) 	Moderate	School Governors, school manager

Reduce mixing within education or childcare setting by:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Accessing rooms directly from outside where possible. Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. One way system in place • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. • Staggering lunch breaks - children and young people • should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. Deep clean between the groups of tables chairs and area • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. • Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). 	Moderate	School Governors, school manager, employees.
Use outside space:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • For exercise and breaks • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff • Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously 	Moderate	School Governors, school manager, employees.

For shared rooms:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • Use halls, dining areas and internal and external sports facilities for lunch and exercise at lower capacity. • class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance Stagger the use of staff rooms and offices to limit occupancy Staff to take responsibility for distancing before and during the school day (staff room) and wipe down shared items (kettle etc.) all items used are placed in the dishwasher themselves and not left for others <p>The PPA Room is to be kept clean at all times and staff are to socially distance if using this area.</p>	Moderate	School Governors, school manager, employees.
Reduce the use of shared resources:	Everyone	Substantial/ Unacceptable	<ul style="list-style-type: none"> • By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. • By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and 		

			Surfaces should be cleaned and disinfected more frequently. Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts.	Moderate	School Governors, school manager, employees.
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Adjust transport arrangements where necessary including:	Everyone	Substantial/Unacceptable	<ul style="list-style-type: none"> • Encouraging parents, children, and young people to walk or cycle to their education setting where possible. • Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel. • Ensuring that transport arrangements cater for any changes to start and finish times. • Making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus. • Making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example, when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. 	Moderate	School Governors, school manager, employees.
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Ensure all health and safety compliance checks have been undertaken before opening to include all statutory testing (see below) and all local site checks.	Everyone	Substantial/ Unacceptable	Fire safety systems & Risk Assessment Gas services Electrical services Asbestos services Hot & cold water services (legionella) Lifting equipment (Inc. platform and passenger lifts where appropriate) Pressure vessels and systems.	Moderate	School Governors, school manager, caretaker
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Administering of medicines	Everyone	Substantial/ Unacceptable	The administering of medicines policy has been change to avoid direct contact and virus transmission.	Moderate	School Governors, school manager, employees.
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The potential negative impact on mental health and well-being	Everyone	Substantial/ Unacceptable	A mental health and well-being ambassador will be available for the children, parents and staff Measures in place to monitor staff well-being Signposting information been made available to parents Agreed workload for staff Doncaster tool kit will be used A focus on mental health and well-being lessons will be taught	Moderate	Mental Health Ambassador, school manager
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Safeguarding	Everyone	Substantial/ Unacceptable	Revised safeguarding policy has been implemented Safeguarding provision is implemented in school where needed All necessary changes and referrals have been made for children return to school Registers will be completed non-attendance will be recorded and monitored government guidance will be followed on maintaining safeguarding checks on children not attending school	Moderate	DDSL, DSL School Governors, school manager, employees, inclusion manager
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Curriculum	Everyone	Substantial/ Unacceptable	A focus on well-being and mental health will be used across year groups Agreed learning will be in place Revised expectations and required adjustments will be in place Remote learning will still be in place for the children not attending school	Moderate	School Governors, school manager, teachers, mental health ambassador
Extended provision	Everyone	Substantial/ Unacceptable	Breakfast club is open observing social distancing and deep cleaning of all areas, tables, chairs and resources after use.	Moderate	School Governors, school manager,
Catering	Everyone	Substantial/ Unacceptable	The catering team are back to providing food five days a week.	Moderate	School Governors, school manager,
Intimate care	Everyone	Substantial/ Unacceptable	Additional control measures have been put in place. <ul style="list-style-type: none"> • School policy has been updated in respect to the changes • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • If children are in need of intimate care, parents will be called immediately and will be asked to take their child home. • Additionally, those children who are not yet toilet trained must stay at home. 	Moderate	School Governors, school manager, employees.

Hazards introduced by contractors, Visitors and Building workers	Everyone	Substantial/ Unacceptable	In light of current Covid 19 minimise contractors or visitors on site whilst the children are in school. Where possible arrange visitors out of school hours.	Moderate	School Governors, school manager, caretaker
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