



# Sacred Heart Catholic Primary School



## Schools Operational Guidance COVID Risk Assessment

Completed by – M. Cooper and S. Robertshaw

Date Approved – August 2021

Review Date(s) – Weekly starting 9<sup>th</sup> September 2021



Section 1 - Hygiene				
Principle of Control	Control Measures	Person	Completed by	Review
Hand Hygiene	<ul style="list-style-type: none"> <li>● Hand washing or sanitizing must take place when staff and pupils enter the school building, enter and leave the classroom and before eating and drinking</li> <li>● Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>● Ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>● Ensure staff build these routines into school culture: supported by behaviour expectations and help for younger children</li> </ul>	All Staff	Ongoing	
Respiratory Hygiene	<ul style="list-style-type: none"> <li>● Remind and use 'catch it, bin it, kill it' approach</li> <li>● Hand Hygiene principle of control will support this.</li> <li>● Ensure enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>● Ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</li> </ul>	All Staff	Ongoing	
Use of PPE including face coverings	<ul style="list-style-type: none"> <li>● Staff or pupils are not required to wear face covering whilst attending school however, face coverings maybe worn at staff discretion.</li> <li>● Staff may wear a face covering where multiple staff are sharing a working space. Examples are: - <ul style="list-style-type: none"> <li>○ Staff Meetings</li> <li>○ PPA time</li> <li>○ Team Meetings</li> <li>○ Governor Meetings</li> <li>○ Within the staffroom/staff kitchen.</li> </ul> </li> <li>● The school will identify if any staff member is involved in intimate care of a pupil <ul style="list-style-type: none"> <li>○ If so appropriate PPE will be purchased</li> <li>○ If no PPE is available then the school cannot open for that child</li> </ul> </li> <li>● Please refer to individual risk assessment for children requiring intimate care.</li> <li>● The school has sufficient PPE stocks. This will be reviewed weekly.</li> </ul>	All Staff	Ongoing	

	<ul style="list-style-type: none"> <li>● Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</li> <li>● Staff to re-watch PPE- wearing training video at the start of every half-term.</li> </ul>			
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Section 2 - Cleaning				
Principle of Control	Control Measures	Person	Completed by	Review
Deep Clean	<ul style="list-style-type: none"> <li>● Full disinfectant clean to take place during the summer closure including: <ul style="list-style-type: none"> <li>○ Carpets</li> <li>○ Classrooms</li> <li>○ Offices</li> <li>○ Hall</li> <li>○ Chapel</li> <li>○ Intervention spaces</li> </ul> </li> </ul>	ServiceMaster	1-9-20221	
Higher Level Cleaning	<ul style="list-style-type: none"> <li>● Revise our cleaning schedule with ServiceMaster to ensure that high level cleaning continues</li> <li>● Weekly cleaning review to occur to ensure that <a href="#">cleaning expectation are met</a>.</li> <li>● Cleaning schedule will reflect the guidance on the cleaning of non-healthcare settings.</li> <li>● Review all cleaning products in school.</li> <li>● Weekly stocktake of supplies e.g. wipes, spray, gel etc</li> <li>● All shared rooms will continue with cleaning regime between groups. This will include the cleaning of: - <ul style="list-style-type: none"> <li>○ Tables</li> <li>○ Chairs</li> <li>○ Door handles</li> <li>○ Light switches</li> <li>○ IWB/TV</li> </ul> </li> </ul>	ServiceMaster SBM Headteacher	Ongoing	
Frequently touched surfaces	<ul style="list-style-type: none"> <li>● Cleaning during the day of frequently touched surfaces: - toilets, sinks, taps, handles etc. This will take place twice a day.</li> </ul>	All staff	Ongoing	
PE Equipment	<ul style="list-style-type: none"> <li>● PE equipment will be cleaned before it is returned to the PE cupboard.</li> <li>● PE equipment will be cleaned in-between classes if used across an afternoon.</li> </ul>	All staff	Ongoing	

Section 3 - Ventilation				
Principle of Control	Control Measures	Person	Completed by	Review
Windows and Doors	<ul style="list-style-type: none"> <li>● All internal doors will be opened each morning by school site team.</li> <li>● All classroom and office windows will be opened each morning by school site team.</li> <li>● All school hall windows and doors will be opened each morning by school site team.</li> <li>● All external doors will be opened each morning by school site team.</li> <li>● All doors and windows outlined above will remain open all day to ensure that good ventilation is in place.</li> </ul>	SiteTeam	Ongoing	
Poorly Ventilated Spaces	<ul style="list-style-type: none"> <li>● The following rooms have been identified as spaces with low fresh air flow: - <ul style="list-style-type: none"> <li>○ Our Lady of Walsingham (Ks2 Intervention Room)</li> </ul> </li> <li>● As a result, the following actions will take place to improve the fresh air flow. <ul style="list-style-type: none"> <li>○ Additional mechanical fans placed in the room</li> <li>○ Door to remain open at all times</li> <li>○ Linked rooms will ensure they have doors open to allow the fresh air to travel through. The room is located to a room with a natural fresh air flow.</li> </ul> </li> </ul>	SiteTeam Teachers	Ongoing	
CO2 Monitors	<ul style="list-style-type: none"> <li>● Once procured by the DfE, CO2 monitors will be installed in classes around the room to identify times when air-flow is poor. <ul style="list-style-type: none"> <li>○ Green – Well ventilated</li> <li>○ Amber – Requires some ventilation action</li> <li>○ Red – Requires immediate ventilation action</li> </ul> </li> <li>●</li> </ul>	Site Team Headteacher	Ongoing (once the monitors have arrived)	

Section 4 - Infection Control				
Principle of Control	Control Measures	Person	Completed by	Review
Reducing infection from a person showing symptoms	<ul style="list-style-type: none"> <li>● If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li>● If a child is awaiting collection, they will be moved to the disabled toilets, where they can be isolated with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> </ul>	All Staff	Ongoing	

	<ul style="list-style-type: none"> <li>● Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>● The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</li> </ul>			
Self-isolation/Trace and Trace.	<ul style="list-style-type: none"> <li>● Ensure all staff and parents understand the NHS Test and Trace process and know that they need to: <ul style="list-style-type: none"> <li>○ Book a test if they are displaying symptoms.</li> <li>○ Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) when asked by NHS Test &amp; Trace.</li> <li>○ If a positive COVID result returns the individual must self-isolate and close contacts book a PCR test (if they are a child or a double vaccinated adult)</li> </ul> </li> </ul>	All staff and parents	Ongoing	
Asymptomatic Testing	<ul style="list-style-type: none"> <li>● All primary staff will have access to a Lateral Flow COVID test.</li> <li>● These will be administered at home by each member of staff twice weekly (Sunday night and Wednesday night)</li> <li>● School training session on the correct procedure for completing a LFT at home and sharing our school approach to the introduction of LFT. This was attended/viewed by all staff including those sub-contracted staff working during the school day.</li> <li>● Flow chart of what to do for a positive/negative/void results distributed to staff.</li> <li>● Staff register established for those who have opted into the LFT</li> <li>● Process for reporting LFT results shared with all staff to ensure that all staff know how to report any possible test result</li> <li>● Named person appointed at LFT administrator</li> <li>● Parents have been sent the link to order their family LFT testing kits.</li> </ul> <p><b><u>LFT scheme will be reviewed nationally at the end of September 2021</u></b></p>	All staff	Ongoing	

Section 5 - Attendance				
Principle of Control	Control Measures	Person	Completed by	Review
Symptomatic Cases	<ul style="list-style-type: none"> <li>● Any child whose absence links to any COVID symptom will be asked to book a PCR test as soon as possible. The child will not be admitted back into school until either a negative COVID test is reported or a period of isolation is completed following a positive test.</li> </ul>	School Office Parents Headteacher	Ongoing	

	<ul style="list-style-type: none"> <li>● It is expected that in most cases parents will support the schools view on a 'symptomatic case'</li> <li>● All COVID related absences will continue to be coded with a 'X'</li> </ul>			
Remote Learning	<ul style="list-style-type: none"> <li>● If at anytime a child is required to self-isolate, a continuous education will be offered through our remote learning platform of Tapestry (EYFS) or SeeSaw (Yr1-Yr6).</li> </ul>	Teachers	Ongoing	

<b>Section 6 - Other</b>				
<b>Principle of Control</b>	<b>Control Measures</b>	<b>Person</b>	<b>Completed by</b>	<b>Review</b>
CEV	<ul style="list-style-type: none"> <li>● All CEV children and adults should attend school.</li> <li>● A return to school discussion will be held with all previously identified CEV adults to ensure that they are satisfied with the school's risk management plan.</li> </ul>	All Staff Headteacher	6-9-2021	
Pregnancy	<ul style="list-style-type: none"> <li>● All pregnant members of staff should attend school.</li> <li>● A return to school discussion will be held with all pregnant members of staff to ensure that they are satisfied with the school's risk management plan.</li> <li>● A pregnancy risk assessment will be in place for all pregnant members of staff.</li> <li>● Continual review of the national picture for pregnant members of staff will occur and up to date information shared with relevant staff.</li> </ul>	All Staff Headteacher	6-9-2021	
Visitors including contractors	<ul style="list-style-type: none"> <li>● It is expected that any visitor to the school will be able to provide a negative Covid test upon arrival if working in close contact with staff or children.</li> <li>● If the visitor is a regular visitor it is expected that they would join the schools asymptomatic testing scheme.</li> </ul>	Headteacher	Ongoing	
Outbreak Management	<ul style="list-style-type: none"> <li>● In the event of an outbreak (as defined by the DfE guidance). The schools outbreak contingency plan will be implemented. The contingency plan can be found here:- <a href="#">Outbreak Contingency Plan Sept 2021</a></li> <li>● An outbreak is defined as... <ul style="list-style-type: none"> <li>○ 5 cases (2 for special schools and boarding schools) or</li> <li>○ 10% of the cohort (e.g. in a setting with 20 children this would be 2) or</li> <li>○ Single hospitalisation or death due to covid-19</li> </ul> </li> </ul>	Headteacher	Ongoing	