

St Thomas Becket Catholic Primary School
Specific Risk Assessment for Covid-19 Pandemic - September 21

Specific individuals at risk:
<ul style="list-style-type: none"> • Pregnant staff • Individuals who are clinically vulnerable and extremely clinically vulnerable or living with family who are clinically vulnerable and extremely clinically vulnerable

RISK RATING	Slightly harmful	Harmful	Extremely harmful
Highly Unlikely	Low Risk	Low Risk	Low Risk
Unlikely	Medium Risk	Medium Risk	Medium Risk
Likely	High Risk	High Risk	High Risk

Activity	Significant hazards	Control measures – reducing the risk	Risk rating
Reopening school to children	Risk of another spike or rise in R rate of virus either locally or nationally	<p>As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.</p> <p>Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health School will apply, where possible and as appropriate, guidance as set out by LA and Gov.uk key documents</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_medium=email&utm_campaign=govuk-notifications&utm_source=09bc689c-73ca-4445-94fe-4f79828ed4e2&utm_content=daily</p>	Medium

If you are notified by NHS Test and Trace of a positive test result you must complete your full isolation period, except for certain situations where you had an [assisted LFD test which was followed up by a negative PCR test](#). Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59hrs on the 25th.

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

See schools' **child sickness protocol document**

Isolation

Guidance for when to self-isolate:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

When you do need to self-isolate

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

PCR Tests

If you have a negative COVID-19 PCR test result after being tested because you had symptoms

If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had [diarrhoea or vomiting](#). Seek medical attention if you are concerned about your symptoms.

You can stop isolating as long as:

- you are well and have not had diarrhoea or vomiting for at least 2 days

- no one else in your household has symptoms
- no one else in your household has tested positive for COVID-19
- you have not been advised by [NHS Test and Trace that you are legally required to self-isolate](#)

Anyone in your household who is required to isolate because of your symptoms can also stop isolating.

If your assisted LFD test result is positive

If your LFD test was an assisted test, and the result is positive, you must self-isolate immediately.

You should also take a follow-up [PCR test](#) as soon as possible and within 2 days of the positive LFD test at the latest.

While waiting for your follow-up PCR test result you and your household members should follow this guidance. If you receive a negative follow-up PCR test result, and this PCR test was taken within 2 days of the positive LFD test, you and your household will be told by NHS Test and Trace that you can stop self-isolating. However, you and your household must continue to self-isolate if:

- this PCR test result is positive
- you choose not to take a follow-up PCR test
- your follow-up PCR test was taken more than 2 days after the positive LFD test result

It is important to book your follow-up PCR test as soon as you can following your positive LFD test result.

Where children are unable to attend due to isolation the school will implement Remote Learning procedures.

If you have a negative COVID-19 PCR test result after being tested because

		<p>you had symptoms</p> <p>If your PCR test result is negative but you still have symptoms, you may have another viral illness such as a cold, flu or a stomach bug. You should stay at home until you feel well and for at least 2 more days if you have had diarrhoea or vomiting. Seek medical attention if you are concerned about your symptoms.</p> <p>You can stop isolating as long as:</p> <ul style="list-style-type: none"> • you are well and have not had diarrhoea or vomiting for at least 2 days • no one else in your household has symptoms • no one else in your household has tested positive for COVID-19 • you have not been advised by NHS Test and Trace that you are legally required to self-isolate <p>Anyone in your household who is isolating because of your symptoms can also stop isolating.</p>	
	<p>Infections may indicate larger outbreak</p>	<p>When and how to seek public health advice</p> <p>We will consider taking extra action if the number of positive cases within school substantially increases. This is because it could indicate transmission is happening in the school. We will apply the thresholds, detailed below in deciding to seek Public Health advice (whichever 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; <p>or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>CONTINGENCY PLAN for disrupted learning if Year group or whole site is closed.</p>	

		In this case the school will revert to delivering learning to pupils remotely using our established Gsuite of resources and Google classroom- using same format as agreed during lockdown.	
Tracing close contacts and isolation	Transmission of virus within school	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • <i>they are fully vaccinated</i> • <i>they are below the age of 18 years and 6 months</i> • <i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i> • <i>they are not able to get vaccinated for medical reasons</i> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Close Contacts may include:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sports team • a group in an after-school activity <p>We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	
Stepping measures up and	Number of positive cases substantially increases.	<p style="text-align: center;">Outbreak Management Plan</p> <p>This outlines what we would do if children, pupils, students or staff test positive for COVID-19, or how we would operate if we were advised to take</p>	

down		extra measures to help break chains of transmission.	
Parents/ Pupils travelling from abroad.	Potential for exposure to COVID19 variants	All pupils travelling to England must adhere to travel legislation , details of which are set out in government travel advice . Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2. More information is provided in the government's quarantine and testing guidance . Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return	Low
Staff travelling from Abroad	Potential for exposure to COVID19 variants	Staff will need to be available to work in school during term time. Discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements. There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return. Guidance on how to self-isolate when you travel is available.	Low
	Missing out on more time in the classroom risks pupils falling further behind.	School attendance has been mandatory from children's return on 8 th March 2021. This means from that point, the usual rules on school attendance apply, including: <ul style="list-style-type: none"> • Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • School's responsibilities to record attendance and follow up absence • Availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 	Low
	Anxiety of some parents about sending children back to school	If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance of the measures in place to reduce the risk in school.	Low

Parents coming on to school site	Drop off and picking up children	As from 1 st September 2021 – please see revised Protocols/ procedures for start and end of school day- See Drop off / Pick up protocols	Medium
	Parent / school staff meetings	<p>Only by pre-arranged times – appointment, E Mail to be sent to admin@thomasbecket.croydon.sch.uk -giving details of why meeting is required.</p> <p>In order of priority:</p> <ol style="list-style-type: none"> 1. Email 2. Phone call 3. Face to Face 	Medium
Access to school office	<p>Access to school office by parents / visitors may not provide safe distancing</p> <p>Access to school office by staff may not provide safe distancing</p>	<p>Parents</p> <ul style="list-style-type: none"> • Screen installed in Foyer to admin office • Only 1 family in foyer at any one time • Visitors to queue outside using garden area if foyer occupied • School has moved to a cashless system of payment using Parentpay and Card machine. <p>Staff</p> <p>Non-office staff should not enter the school office unless absolutely necessary / use window if appropriate</p> <p>See revised guidelines for staff</p>	<p>Low</p> <p>Low</p>
Contamination via touch	Sharing of school resources	<p>Identify individual pupil equipment such as pens and pencils – keep on table in pots.</p> <p>Other resources can be shared.</p>	Medium

	Sharing of play equipment between groups	Play Equipment- Box for each year group.	Low
	Transmission of virus on door handles- people opening doors	Cleaning of door handles, door plates and other areas identified as potential high cross contamination areas daily/twice a day/etc Cleaners to use anti-viral products / greater focus on 'touch' areas- handles / surfaces	Low
Social distancing within school day	Current school practices may increase contact as people move around school / people coming together -lead to higher risk of virus transmission	<ul style="list-style-type: none"> • Class registers done electronically- no need to bring registers • Becket Room to be used as additional staffroom (at lunchtime) to allow more space and tables to eat at. Staff to adhere to social distancing. • Toilets to be monitored at playtime and lunchtime to limit number of children using them at any one time. Handwashing protocol to be shared with children / staff. 	Low Low Medium
Sharing health messages	Adults and children evidence poor practice that heightens risk of virus transmission	Help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. Display posters: (Annex C) https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters	Medium
	Outbreak of Covid-19	Deeper clean by specialist team- Westgate Cleaners to advise Refer to: Cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Low
Travel to school	Families more exposed by having to use public transport	Provide on-site storage for bikes / scooters	Low

Hygiene Protocol	Insufficient cleaning stock	Ensure adequate stock (soap, hand towels, tissues, disposable cups, sanitiser, disinfectant sprays etc) with additional reserves in case of delays in deliveries	Low
	Pupils unclear about hygiene expectations	<p>Ensure children are familiar with and follow practice set out in school document:</p> <p><u>Routines for hygiene throughout the day</u></p>	Medium
	Adequate cleaning regime	<p>Clear protocol developed-</p> <p>Who cleans outside areas between plays? How often / who cleans classrooms during day? How often cleaning toilets? Frequently touched surfaces, corridors / bannisters / office foyer- cleaned regularly by who?)</p> <p>School Doc- 'Cleaning Protocols'</p> <p>Consider:</p> <ul style="list-style-type: none"> • the availability of soap and hot water in every toilet (and if possible in classrooms) • the location of hand sanitiser stations, for example at the school entrance for adults passing into the school to use, and their replenishment • the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying • ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly <p>List of things to consider acquiring This may include:</p> <ul style="list-style-type: none"> • Posters (for example, to encourage consistency on hygiene and keeping to own group) • Soap for sinks • disposable paper towels 	Low

		<ul style="list-style-type: none"> • cleaning products • sanitising wipes for wiping some equipment <p>See school document: Principles for staff</p>	
	Water supply	<ul style="list-style-type: none"> • Outside water fountains to be turned off and black bags taped over the fountains once they have been deep cleaned • Class taps may be used with disposable cups. Disposable cups only to be used in an emergency if a child does not have a water bottle. • Children to use their own (labelled water bottles) which must be brought home each day for washing. 	<p>Low</p> <p>Medium</p> <p>Low</p>
	Groups sharing toilets increases risk of virus transmission	<p>Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>See school document- 'Cleaning Protocols'</p>	Low
Staffing	Inadequate staff to run school and keep children and adults safe	<p>What to consider when working out staff ratios</p> <ol style="list-style-type: none"> 1. How many staff do you have available to work in school? 2. How many teachers do you have available to work in school? 3. How many support staff including teaching assistants do you have available for work in school? 4. At least one person with paediatric first aid training available for work in school? 5. Do you have at least one person with up to date Designated Safeguarding Lead (DSL) training available to work in school? 6. Do you have your special educational needs coordinator available for work, or an alternative staff member who could take on this role? 7. Do you have a caretaker and/or cleaning staff, and if necessary at least one office staff member available during the school day? 	Medium
	Risk to staff members from Covid-19	<p>Clinically vulnerable staff members: As restrictions have been eased following the move to Step 4 of the roadmap, clinically extremely vulnerable people, as a minimum are advised, to follow the same guidance as everyone else.</p>	Low

There are currently no expectations of additional controls specifically for these groups. However, we will ensure existing controls identified, for example adequate ventilation, good hygiene and cleaning, are applied strictly.

We will emphasise:

- the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently

and

- they have an opportunity to have individual discussions around their particular concerns

Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high.

Guidance on shielding and protecting extremely vulnerable persons:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

PREGNANT STAFF

Before 28 weeks- Pregnant staff must have a workplace risk assessment with a member of SLT.

Then, they should only continue working if the risk assessment advises that it is safe to do so.

Staff who are 28 weeks pregnant and beyond, or pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation; a more precautionary approach should be taken.

<https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

Principles for staff	Staff not aware of principles they need to follow to keep themselves and others safe	See School Document: Guidance for staff Share key principles / actions required of staff during this Covid period <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible. • Clean your hands more often than usual - 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. • Use the 'catch it, bin it, kill it' approach. • Avoid touching your mouth, nose and eyes. • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. • Keep your classroom door and windows open if possible for air flow. • Limit the number of children from your class using the toilet at any one time. • Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. 	Low
Pupil Numbers	Medical needs of children returning to school in September have changed	School admin to collate up to date medical information of all children via (Google forms- online).	Low
	Mixing between groups of children in school heightens risk of larger numbers of children being infected.	Mixing and 'bubbles' It is no longer necessary to keep children in consistent groups ('bubbles') within school. As well as enabling flexibility in curriculum delivery, this means that: <ul style="list-style-type: none"> • Assemblies can resume as normal (we will still maintain a hybrid model of virtual and face to face assemblies- no bigger than Key Stage) • Where weather allows we will aim to hold some whole school assemblies / masses on the school field • Mixing at lunchtime and plays can resume as normal 	Medium

		<p>Our contingency plan (outbreak management plan) covers the possibility that it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education</p> <p>We will maintain the following protective measures for children:</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Posters displayed to help children and staff to understand importance of measures.</p>	
Teaching Groups	Number of pupils returning exceeds capacity of school to keep children and adults safe within teaching groups	<p>In event of shortfall of teachers for temporary teaching groups:</p> <p>Possible solutions-</p> <ul style="list-style-type: none"> • Bring additional teachers in to help, who may be supply teachers • Ask suitably teaching assistants who are willing to do so to work with groups under the supervision of a teacher 	Low/ Medium
Curriculum	Educational Visits	Risk Assessments for trips include COVID-19 procedures and are updated following national guidance.	Low

		<ul style="list-style-type: none"> • Educational Day Visits were able to resume from 12th April 2021. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. <p>As part of this risk assessment, we will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <ul style="list-style-type: none"> • Educational Day Visits will be reviewed and potentially postponed in the event of a Variant of Concern. • Domestic Residential Educational Visits were able to be undertaken from 17th May 2021. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. • Domestic Residential Educational Visits will be reviewed and potentially postponed in the event of a Variant of Concern. 	
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Risk assessment carried out by:	Risk assessment approved by Headteacher / governing body
Name: Signature: Date:	Name: Signature: Date: