

Risk Assessment 2021-22 v2

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Reference	This risk assessment is based on the Schools Coronavirus Operational Guidance issued in December 2021,
Location(s) covered	Holy Family Catholic School
Date of Original Assessment	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Staff have had opportunity to comment on previous risk assessments and this one has been circulated on 5 th Jan 2022	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	Andy Stone
Manager's signature	
Date:	5 th Jan 2022

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
04/09/2020	02/09/2020	Yes	Andy Stone	Sept 2020
06/11/2020	18/01/2021	Yes, isolation days	Andy Stone	Jan 2021
28/02/2021	23/02/2021	Yes, in line with Schools Coronavirus Operational Guidance	Andy Stone	Feb 2021
31/03/2021	23/02/2021	Summer Term update	Andy Stone	Feb 2021
31/08/2021	19/08/2021	Lockdown easing – autumn Term update	Andy Stone	Sept 2021
31/12/2021	05 Jan 2022	Update for spring reopening and updating hyperlinks & self-isolation requirements	Andy Stone	Jan 2022

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government Schools Coronavirus Operational Guidance where reasonably practicable:</p> <ul style="list-style-type: none"> • Allowing office workers and others, without disrupting face-to face education, to work from home • All school staff and eligible pupils are encouraged to get vaccinated. • Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have Covid-19 symptoms, or who have someone in their household who does, do not attend school • Ensure that pupils, staff and other adults do not come into the school if they have Covid-19 symptoms, or are self-isolating in line with Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. • If anyone in the school becomes unwell with a new and persistent 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 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • If anyone in the school has a positive home Lateral Flow Test should arrange to have a PCR test and stay at home to see if they have Covid-19. • Other members of their household (including any siblings) should follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Any child awaiting collection, will be moved to the designated rooms on Walthamstow (Emmaus) and Wiseman (first aid bay adjacent to the lecture theatre) with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is nearby. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times. • Where a 2m distance cannot be maintained (such as for a very young child or a child with complex needs) use the following guidance The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs). 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
			<ul style="list-style-type: none"> • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace, • Those who are fully vaccinated and identified as a contact of someone with Covid-19 – whether Omicron or not – should take an NHS rapid lateral flow test every day for 7 days to help slow the spread of COVID-19. • Staff and school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. • We retain a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to pupils who are unable to test themselves at home. • Parents, contractors and other visitors are asked and encouraged to take a lateral flow device (LFD) test before entering the school • 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. 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 outside the home guidance • First Aid may be administered in close proximity, but First Aiders should pay particular attention to sanitation measures immediately afterwards including washing hands; see further guidance on First Aid during Covid-19. • If identified as a close contact, staff who are unvaccinated must inform their manager and self-isolate take a test and then follow 	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> • An assessment of hand hygiene needs has been completed and there are adequate hand hygiene and handwashing facilities available for staff and pupils • Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. 	Low

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			<ul style="list-style-type: none"> • Pupils instructed and supervised about the risks of ingesting hand sanitiser. Pupils with complex needs are continued to be helped to clean their hands properly. Skin friendly skin cleaning wipes are used as an alternative • Staff and pupils have been informed about good hand hygiene technique from the NHS. 	
3	Poor respiratory hygiene spread Covid-19, including not wearing face coverings	Everyone	<ul style="list-style-type: none"> • ‘Catch it, Bin it, Kill it’ approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. • Staff will support 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. • Face coverings are now recommended to be used more widely: <ul style="list-style-type: none"> ○ Secondary Schools: staff and pupils should wear face coverings at all times inside the building including in classrooms unless for operational or exemption reasons. This includes our Alternative Provision. • Staff and students have been reminded wearing a face covering is in addition to the controls already in place. There are several exemptions to wearing face coverings, so not all staff and secondary school pupils may be wearing them. There is a downloadable exemption card that anyone exempt can use, some may wear badges or lanyards to indicate exemption. • The BBC has a good video for how to wear a face covering. 	Low
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> • The government guidance for cleaning in non-healthcare settings outside home is applied to ensure appropriate controls are put in place • A cleaning schedule is in place and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal ○ records to be kept • While different groups don’t need to be allocated their own toilet blocks, toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. • Hand dryers and/or paper towels may be used in toilet/washroom areas. 	Low
5	Poor use of equipment and cleaning arrangements	Everyone	<ul style="list-style-type: none"> • Individual and very frequently used equipment, such as pencils and pens, are not shared. Classroom based resources, such as books and games, shared within the group are frequently cleaned, along with all commonly touched surfaces. 	Low

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			<ul style="list-style-type: none"> • Shared resources, e.g. sports, art, music and science equipment and cases, are meticulously cleaned regularly and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between different groups. • Pupils have been advised to limit the equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed. • Pupils and teachers are allowed to take books and other shared resources home, avoiding unnecessary sharing only where it contribute to pupil education and development. • Drinking fountains - pupils/staff should use their own water bottle or cup and fill this up at the fountain, rather than drink directly from them. When filling the bottle/cup it should not directly touch the pouring spout. If the pupils or staff do not have containers of their own the school should supply some so individuals can keep well hydrated. • Students will change for PE at home and wear their PE kit all day on the days they have PE lessons 	
6	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> • Teachers maintain 2m social distance from the pupils, staying at the front of the class, and away from their colleagues where possible. Staff will maintain 2m distance from each other. • Whilst local community infection rates remain high, e.g. over 500 per 100, we will be particularly mindful of the risks of infection. We are not required to return to year group bubbles and are not doing so but some activities naturally take place in year group bubbles including assemblies, PE activities and some other lessons. • In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when outside away from building, as it is more important to have a quick clearing of the building(s) for life safety. 	Medium
7	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> ○ an individual child or young person becomes ill with Covid-19 symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • The guidance on Schools Coronavirus Operational Guidance will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. 	Low

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8	Occupied spaces are not well-ventilated or are too cold	Everyone	<p>Rooms are aired as much as possible by keeping windows open to the outside at least 10 minutes per hour; where practicable windows are kept open when the school is open. Windows and doors to the outside are opened at breaktimes and lunchtimes. Where this impacts on thermal comfort staff and students will be reminded to wear warm clothing; schools will be flexible with uniform requirements.</p> <p>Where provided CO2 monitors will be installed in suitable locations to check on air quality and all reasonably practicable actions will be taken where air quality is identified as a significant issue</p> <p>To maintain a comfortable temperature:</p> <ul style="list-style-type: none"> • high level windows will be opened in preference to low level to reduce draughts • where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g. between classes, during break and lunch, and when a room is unused • furniture has been rearranged, where possible, to avoid direct drafts; • the heating has been adjusted to maintain comfort levels in occupied spaces <p>The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system.</p> <p>Fans should not be used in areas/rooms with no air flow. Instead they can be used to increase air flow by pointing them at an open window or open external door to keep the air moving. They should not be pointing straight at someone's face as this may increase Covid-19 transmission.</p>	Low
9	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> • The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system • Strengthen comms to encourage twice weekly testing at home for staff, consider increased frequency of testing. Support from Stay Safe Champions available. • Access specialist Infection Prevention Control support if required. Implement one-off enhanced cleaning, focussing on touch points and shared equipment. • We are limiting residential visits, open days, parents evenings are remote and live performances in the school. • Attendance restriction may be required in certain situations where other measures haven't been sufficient and should only be short-term. • Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop 	Low

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			<p>them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for Covid-19 or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops Covid-19 symptoms or they have been in close contact with someone who tests positive for Covid-19, or if asked to do so by NHS Test and Trace ○ those who are fully vaccinated and identified as a contact of someone with Covid-19 – whether Omicron or not – are strongly advised to take Lateral Flow Device (LFD) test every day for 7 days to help slow the spread of COVID-19. <ul style="list-style-type: none"> • Tests can be booked online through the NHS testing and tracing, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. • The business continuity plan has been updated on actions to take to cover the four tiers of restriction identified in the government guidance listed at the end of this risk assessment 	
10	Staff or students are asymptomatic carriers of the Covid-19 virus	Everyone	<p>Lateral Flow Rapid testing in schools</p> <p>We have arranged a staggered start to permit lateral flow testing of students to help identify asymptomatic infections and will have a separate risk assessment to detail the appropriate controls following the updated government guidance.</p> <p>These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection.</p> <p>Staff not undertaking the regular testing, will need to have higher levels of management supervision to monitor they are following the controls in this risk assessment, due to up to one third of infectious people being asymptomatic</p>	Low
11	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> • As set out in the Local Outbreak Control Plan, if made aware of a positive staff or pupil case, the SBM/Head will notify the Public Health Team using the standard reporting template. • The Local Authority will provide communications guidance including letter templates for schools to send to staff, and parents of contacts. • Ongoing infection control advice and support will be made available to schools via the local IPC lead for schools and the Public Health team. 	Low

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			<ul style="list-style-type: none"> The school follows NHS guidance on testing for Covid-19. 	
12	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> Pupils and staff have been advised to cycle, scoot or walk to school Adequate secure cycle/scooter parking has been installed Anyone using public transport observes the safer travel guidance for passengers and are advised to wear face coverings in crowded areas Car sharing is now allowed and where practicable should be the same group of travellers. Where this is not the case travellers are advised to wear a face covering Taxis and private hire vehicles the Government recommends you wear Face Coverings Home to School transport Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college. [Children and young people aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.] 	Low
13	Member of school community is clinically extremely vulnerable / clinically vulnerable and staff at an increased risk from Covid-19	Extremely clinically vulnerable person	<p>Clinically Extremely Vulnerable</p> <ul style="list-style-type: none"> The school has provided a Covid-19 safe work environment Government is advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. However, a CEV who is at a higher risk of becoming seriously ill they were to catch Covid-19, may wish to think particularly carefully about additional precautions that might wish to continue to take and hold discussion with their Manager/employer. During periods of high or rising infection rates, anyone CEV will have a separate assessment carried out and additional controls regarding keeping a safe distance from others and the wearing of face coverings along with any other practicable controls will be put in place. Pregnant employees / pregnant pupils will be advised to discuss vaccinations with the GP. Current evidence suggests vaccination should still go ahead for the protection of both mother and unborn child. The school will carry out individual risk assessments for Pregnant women in line with the guidance from the Royal College of Gynaecologists. A separate Individual Health Risk Assessment has been carried out for those identifying themselves as at higher risk, in discussion with their head of service/line manager and should be reviewed in light of updates or changes. 	Low
14	Insufficient staff to run on-site teaching safely		<ul style="list-style-type: none"> The school business continuity plan will be followed for the continued provision of education in larger groups and remote learning to enable safe learning for all. This will be discussed with the LA to identify what is reasonably practicable and if there are other resources available. 	Low

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			<ul style="list-style-type: none"> • The school will remain open to vulnerable children and key worker children throughout 	
15	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information is available regarding extra mental health support for pupils and teachers and the Wellbeing for Education grant. • Other resources that may be used include <ul style="list-style-type: none"> ○ webinar advising school staff how to support pupil and student mental wellbeing. ○ PHE support children and young people's mental health and wellbeing, ○ Advice on Being active from the Association for Physical Education, Youth Sport Trust & Sport England. ○ PHE and the NHS Every Mind Matters campaign to help take action to look after mental health and wellbeing. ○ A training module, teaching about mental wellbeing, to improve teacher confidence in talking about and teaching mental health and wellbeing. ○ The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. ○ Local access to Kooth online mental health support is available for secondary school aged children in Waltham Forest • The school has an employee assistance provider with the following free phone number and this has been promoted to all staff 08000 562 561 • Teachers may wish to access the free MindEd hub, which includes materials on staff resilience, families and other resources. • Schools will work with school nursing services, as leaders of the healthy child programme, to support the health and wellbeing of pupils • Staff can access the Thrive App on their mobile phone, search "Thrive Mental Wellbeing" in your app store, the access code is available from the Head/SBM, has been posted in the staff room. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
16	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place. The school has reviewed existing practices and have used the DfE's workload reduction toolkit. Staff have been made aware of the DfE range of resources, including case studies to support remote education and help address workload. Reference will be made to the Education Endowment Foundation (EEF) guidance on making the best use of teaching assistants to help primary and secondary schools. 	Low
17	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. The DfE guidance will be followed, including keeping children safe in education. 	Low
18	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term 	Low
19	Students behaviour in alternative provision may increase risk of Covid -19	Everyone	<ul style="list-style-type: none"> Where appropriate, separate risk assessments are undertaken for each pupil/class/year groups to ensure all are protected. The results of the assessments are integrated into the daily operation of the school 	Low
20	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic 	Low
21	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> The school will follow the Outdoor Education Advisers Panel Guidance for safe the provision of educational visits. 	Low
22	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> The school will follow the Association for Physical Education Guidance for safe the provision of PE and any team sports. 	Low
23	Exposure to Covid-19 during music, dance and drama	Music staff and pupils	<ul style="list-style-type: none"> The school will follow the Arts Council Guidance for safe the provision music, dance and drama. 	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
24	Extra-curricular activities increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of extra-curricular and wraparound activities. 	Low
25	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> The school will follow in the government Schools Coronavirus Operational Guidance for safe the provision of dedicated school transport Dedicated transport providers will be asked for their risk assessments to ensure the Schools Coronavirus Operational Guidance is being followed The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient. 	Low
26	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> The catering provider has confirmed compliance with existing food hygiene standards. Staff will adhere to the Food Standards Agency Safe Methods Checklist for personal hygiene and fitness to work practices. 	Low
27	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak. The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	Low
28	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown The SBM/Head will contact the Public Health Team and follow their advice, including what is in the Local Outbreak Control Plan, and share with staff and parents. Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health 	Low

Risk Rating : if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
6	<p>Poor social distancing spreads the virus</p> <p>This is considered the greatest current risk and will be mitigated by the wearing of face masks, improving ventilation, one way systems of pupil movement where possible and staggered lunchtimes/use of the lunch area by students from different yeargroups</p>	<p>This is school dependant following DfE and Public Health guidance</p> <ul style="list-style-type: none"> • The following controls are in place for classrooms: Mask wearing Ventilation • The following controls are in place for corridors: One-way systems Mask wearing • The following controls are in place for toilets: Enhanced cleaning • The following controls are in place for staff rooms: Social distancing Mask wearing • The following controls are in place for offices: Social distancing Mask wearing • The following controls are in place for outside areas: No especial controls at this time 	Low	Head	5 Jan 2022		

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.