

**St Helen's Catholic Primary School**  
**COVID -19 Risk Assessment**  
**1<sup>st</sup> December 2021**

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant. These measures are precautionary, while the variant is tracked and assessed. As a result, we are reflecting these measures in this guidance for schools, most directly a temporary recommendation on the wearing of face coverings in schools and changes to isolation requirements for confirmed and suspected cases of the Omicron variant and their contacts. This advice remains subject to change as the situation develops.

Changes to the previous version Changes to the guidance since its 27 September 2021 publication include:

- updated advice on Tracing close contacts and isolation to reflect the change in measures for close contacts of suspected or confirmed Omicron cases
- updated advice on Face coverings to reflect the change in measures – they are now recommended in communal areas in all schools for adults and for pupils from year 7 onwards
- replacement of references to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)

<b>Potential Risk Key Theme</b>	<b>Action</b>
<b>Staffing:</b>	<ul style="list-style-type: none"> <li>• Staff will be updated regarding the new measures.</li> </ul>
<b>Reduce Infection risk:</b>	<ul style="list-style-type: none"> <li>• The government has provided lateral flow kits. Staff are encouraged to use these tests every 3 to 4 days and report the results to the school COVID manager and NHS test and trace. This will be reviewed by the government at the end of September 2021</li> <li>• The government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Although bubbles will not need to be used in schools from the autumn term St Helen's has decided to keep year group bubbles during teaching and learning.</li> <li>• A similar system will be used for lunch, breakfast club and after school club: EYFS and KS1 , LKS2, UKS2</li> <li>• St Helen's outbreak management plan is in place. This covers the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• Hand hygiene: Frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>• Respiratory hygiene: The ‘catch it, bin it, kill it’ approach continues to be very important.</li> <li>• Disinfectant sprays and designated cloths in each room.</li> <li>• An appropriate cleaning schedule is in place. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces</li> <li>• Classrooms must be well ventilated with doors and windows open as much as possible.</li> <li>• Disposable paper towels available to all classes.</li> <li>• Lidded bins</li> <li>• One way system on stairs</li> <li>• Intervention and outdoor spaces assigned to each KS group.</li> <li>• Children are encouraged to be calm and quiet in the dining hall as increased volume carries an increased risk of transmission of the virus through aerosol drops and spit. All staff to monitor the volume of noise and give regular reminders to children speak in an indoor voice.</li> <li>• PPA will be for whole or part days to manage infection risks.</li> <li>• <b>it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas</b></li> <li>• Hand Gel as enter from outside. As soon as possible, hands should be washed with soap and water.</li> </ul>
<p><b>Face Coverings</b></p>	<ul style="list-style-type: none"> <li>• <b>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</b></li> <li>• <b>In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</b></li> <li>• <b>Face coverings are not needed to be worn outside.</b></li> <li>• <b>Transparent face coverings can be worn to assist communication with someone who relies on:</b> <ul style="list-style-type: none"> <li>• <b>lip reading</b></li> <li>• <b>clear sound</b></li> <li>• <b>facial expression</b></li> </ul> </li> </ul> <p><b>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. The benefits of transparent face coverings should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth. A face visor or shield may be worn in addition to a face covering but not instead of one. This is</b></p>

	<p>because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</p>
<b>Safe management of Job shares/supply staff</b>	<ul style="list-style-type: none"> <li>• All job share staff are fully aware of the expectations, guidelines and Risk Assessment.</li> </ul>
<b>Catering staff</b>	<ul style="list-style-type: none"> <li>• All staff to sanitize hands when they enter the building. As soon as possible, hands should be washed with soap and water.</li> <li>• Staff to continue following good hand and respiratory hygiene.</li> <li>• Staff to continue their cleaning regime within the kitchen.</li> <li>• Staff will wash their hands after taking in a delivery.</li> </ul>
<b>Educational Visits</b>	<ul style="list-style-type: none"> <li>• These can restart in line with updated government guidance.</li> <li>• Full and thorough risk assessments will be undertaken in relation to all educational visits and we will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</li> <li>• <b>There is updated information if pupils are going on international educational trips.</b></li> </ul>
<b>Outside providers</b>	<ul style="list-style-type: none"> <li>• All external providers will be aware of, and follow, our risk assessment.</li> </ul>
<b>Visitors/parents</b>	<ul style="list-style-type: none"> <li>• All visitors will be aware of, and follow, our risk assessment.</li> <li>• Parents and carers have been asked to wear masks when dropping off and picking up children from our school.</li> </ul>
<b>Christmas Events</b>	<p>This year all our Christmas events for Parents &amp; Carers will be performed outside and hence enhancing airflow.</p> <ul style="list-style-type: none"> <li>• In order to limit the numbers of parents, these events will be in year group bubbles in EYFS and KS1 and lower KS2 bubble (years 3&amp;4) and upper KS2 bubble (years 5&amp;6).</li> <li>• Families will be limited to 2 seats per family.</li> <li>• If it's not raining, seating will be arranged with some distancing and family groupings to be encouraged.</li> <li>• If it is raining, the children will perform in the Parle Pavilion and Parents have been told that they might need waterproofs/umbrellas.</li> </ul>

	<ul style="list-style-type: none"> <li>● In order to reduce the risk of infection, family members will be asked to use a lateral flow test within 48hours of coming to the events and to stay away if they have a positive test, they have covid symptoms or they are a contact of someone.</li> <li>● Family members will be offered hot chocolate and a mince pie whilst enjoying the performances - they will not be going near children with their hot drinks.</li> </ul>									
<b>Clinically Extremely Vulnerable Staff (CEV) or Clinically Vulnerable Staff (CV)</b>	<p>Clinically extremely vulnerable (CEV) and (CV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers.</p>									
<b>Staff wellbeing:</b>	<p>Staff wellbeing is a high priority. All staff have been made aware that the SLT are available at any time to discuss any anxieties, concerns etc. BCCS have offered their services to any staff who feel they need professional therapeutic support.</p>									
<b>Ensure all staff know new rules / routines/ expectations- staff must complete a signing sheet</b>	<ul style="list-style-type: none"> <li>● All staff have been provided with a copy of St Helen’s Risk assessment. This is a working document which may change frequently based on Government guidance. Staff will be regularly updated.</li> <li>● COVID extra cleaning and regular handwashing will remain in place.</li> <li>● Safeguarding Policy has been reviewed.</li> </ul> <p>Evacuation Policy</p> <p><u>Evacuation procedure:</u></p> <table border="1" data-bbox="541 1240 1877 1346"> <tr> <td><u>Parle Pavilion</u></td> <td><u>RH RS</u></td> <td><u>Both Y1</u></td> <td><u>Both Y3</u></td> <td><u>Both Y4</u></td> <td><u>Both Y5</u></td> <td><u>Both Y6</u></td> <td><u>Both Y2</u></td> <td><u>North Road</u></td> </tr> </table> <ul style="list-style-type: none"> <li>● All classes evacuate using normal doors as per evacuation policy.</li> <li>● All classes evacuate to their signposted place on the field.</li> </ul>	<u>Parle Pavilion</u>	<u>RH RS</u>	<u>Both Y1</u>	<u>Both Y3</u>	<u>Both Y4</u>	<u>Both Y5</u>	<u>Both Y6</u>	<u>Both Y2</u>	<u>North Road</u>
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	<ul style="list-style-type: none"> <li>• Y4 go down yellow stairwell</li> <li>• Y5 and 6 go down blue stairwell</li> <li>• TA's to collect register from Mrs. Walton</li> </ul>																		
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• All three members of the SLT are trained as designated safeguarding leads.</li> <li>• All staff have been given safeguarding training in line with current government guidelines</li> <li>• All relevant staff have an up to date list who has permission to collect children and a list of medical conditions/allergies.</li> </ul>																		
<b>Breakfast club/After school club:</b> Safety of staff and pupils	<ul style="list-style-type: none"> <li>• Breakfast club will start from 7.45 am</li> <li>• After school club will continue.</li> <li>• Pupils will sanitize hands on entering the building.</li> <li>• Children will have breakfast in KS bubbles: EYFS and KS1, LKS2 and UKS2.</li> <li>• Tables will be cleaned and sanitized at the end of the session.</li> <li>• All crockery and cutlery will be cleaned in the dishwasher.</li> </ul>																		
<b>Parents</b>	<ul style="list-style-type: none"> <li>• Ensure parents have clear information-including procedures for drop off/pick up</li> </ul> <p><b>START TIMES FROM SEPTEMBER</b> (Friday September 3<sup>rd</sup>):</p> <table border="1"> <thead> <tr> <th>CLASSES</th> <th>START TIMES</th> <th>ENTRY POINT</th> </tr> </thead> <tbody> <tr> <td>Year 6 classes</td> <td rowspan="4">All Junior classes Between 8.30am and 8.45am</td> <td rowspan="4">Through the green gate</td> </tr> <tr> <td>Year 5 classes</td> </tr> <tr> <td>Year 4 classes</td> </tr> <tr> <td>Year 3 classes</td> </tr> <tr> <td colspan="3" style="background-color: #d9ead3;"></td> </tr> <tr> <td>Year 2 classes</td> <td>Between 8.30am and 8.40am</td> <td>Through the cage at the front of the school, leading into the year 2 classrooms</td> </tr> <tr> <td>Year 1</td> <td>Between 8.30am and 8.40am</td> <td>Through the main front door by office</td> </tr> </tbody> </table>	CLASSES	START TIMES	ENTRY POINT	Year 6 classes	All Junior classes Between 8.30am and 8.45am	Through the green gate	Year 5 classes	Year 4 classes	Year 3 classes				Year 2 classes	Between 8.30am and 8.40am	Through the cage at the front of the school, leading into the year 2 classrooms	Year 1	Between 8.30am and 8.40am	Through the main front door by office
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**END OF DAY PICK UP TIMES**

<b>CLASSES</b>	<b>PICK UP TIMES</b>	<b>PARENTS AND CARERS WAITING AREA</b>
Year 6 classes	3.25pm	On the field next to the bike shed – the children will come down the blue stairs at the front of the school.
Year 5 classes	3.25pm	Outside the staircase at the back of the school – the children will come down the yellow stairs.
Year 4 classes	3.20pm	4 Gideon will leave from the library door (2 <sup>nd</sup> door down the path) – 4 fountains will leave from Rainbow Room door. Parents please wait on the field opposite the doors.
Year 3 classes	3.20pm	Opposite the classroom door on the field
Year 2 classes	3.10pm	In the cage outside the year 2 classroom doors
Year 1 classes	3.10pm	Outside the classroom doors at the back of the school

**Measures in the event of a suspected case:**

- Ensure parents know procedures if their child or any family member displays symptoms
- Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). 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).

- If anyone in school develops [COVID-19 symptoms](#), however mild, they should be sent home and they should follow public health advice
  - Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).
  - Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil/staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.
- Additional information on [PCR test kits for schools and further education providers](#) is available
- 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 [use of PPE in education, childcare and children's social care settings](#) guidance. Any rooms they use should be cleaned after they have left.
  - All staff know procedures when dealing with a sick child.
  - The medical room has been identified so that sick pupils can be kept there until parents come to collect them. It has:
    - A door that can close
    - A window that can open for ventilation
    - A separate sink/toilet
    - All staff dealing with a child coughing, sneezing, vomiting supplied with gloves, apron, eyewear, mask
  - Parent contacts always up to date
  - We have an outbreak management plan in place. This covers the possibility that in some local areas it may become necessary to reintroduce class 'bubbles' for a temporary period, to reduce mixing between groups. It outlines what we would do if children, pupils, or staff test positive for COVID-19, or how we would operate if we were advised to take extra measures to help break chains of transmission. This will include returning to previous measures we had in place from our previous Risk Assessment. Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only be considered as a last resort and on the advice of the local public health department. They will remain in place until advised otherwise.
  - **Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.**

	<ul style="list-style-type: none"> <li>• All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</li> <li>• For everyone else, isolation rules are unchanged. Individuals are not required to self isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons. 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. We would encourage all individuals to take a PCR test if advised to do so.</li> </ul> </li> </ul>
<p><b>All Pupils:</b> Reducing infection risk</p>	<ul style="list-style-type: none"> <li>• Children work in Year group bubbles designated areas inside and outside.</li> <li>• Hand washing and good respiratory hygiene will be emphasised throughout the day</li> <li>• E-bug posters in every classroom and around school, office area, etc.</li> <li>• A one way system will be used along stairs.</li> <li>• All classroom chairs to be stacked in groups of six. The cleaners will be able to spray the sides and the backs. They can then just be left to dry.</li> <li>• Tables, floors, doors and door handles will be cleaned by cleaners.</li> <li>• Teachers to make sure tables are clear to enable cleaners to clean.</li> </ul>
<p><b>Clinically Extremely Vulnerable children (CEV) or Clinically Vulnerable children (CV)</b></p>	<ul style="list-style-type: none"> <li>• All clinically extremely vulnerable (CEV) or (CV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</li> </ul>
<p><b>Pupil wellbeing :</b> Recovery curriculum Contact with school counsellor Contact with EP Services</p>	<ul style="list-style-type: none"> <li>• Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. There are a variety of useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</li> </ul>

<p><b>Lunch time:</b></p>	<ul style="list-style-type: none"> <li>• Each class will have their own designated Midday Assistant</li> <li>• Children will wash hands or use gel before lunch and use gel after returning from the playground.</li> <li>• Children will have lunch in KS bubbles: EYFS and KS1 will have lunch in the hall LKS2 will follow, then UKS2.</li> <li>• Members of SLT will be present in the hall.</li> <li>• Midday staff ensure tables are cleared and clean for the next class.</li> <li>• Children have a designated indoor or outdoor space.</li> </ul>
<p><b>Control Measures</b></p> <p>Hand Hygiene</p> <p>Appropriate cleaning regimes</p> <p>Keep occupied spaces well ventilated</p> <p>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p>	<ul style="list-style-type: none"> <li>• All staff have wipes/disinfectant spray to be used throughout the day on equipment surfaces etc.if needed.</li> <li>• Additional cleaning of handrails, doors, heavy use areas by cleaners.</li> <li>• Regular handwashing/sanitising entering the building, playing inside/ outside, before and after eating and exiting the building as a minimum.</li> <li>• All toilets cleaned at midday by a cleaner.</li> <li>• Doors will be propped open where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• It is important to ensure rooms are well ventilated and that a comfortable teaching environment is maintained. Classrooms must be well ventilated with doors and windows open as much as possible. Identify any poorly ventilated spaces, take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</li> <li>• Possible use of mechanical ventilation such as fans. Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever</li> <li>• CO2 monitors will also be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</li> <li>• All adults and children are aware that they must: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. 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')</li> </ul>
<p><b>Remote Education</b></p>	<ul style="list-style-type: none"> <li>• We will maintain our capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel</li> </ul>

	<p>restrictions, for the period they are abroad.</p> <ul style="list-style-type: none"> <li>• Remote learning will be provided for any child who is unable to be in school because of COVID-19.</li> </ul>
<p><b>Attendance register:</b> Daily attendance registers to be taken as well as daily online DfE register</p>	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>• Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC office staff follow guidelines on attendance codes and procedures.</li> <li>• Teachers know that the usual attendance register must be taken.</li> </ul>
<p><b>Food requirements:</b></p>	<ul style="list-style-type: none"> <li>• Kitchen will provide packed lunches and hot lunches.</li> </ul>
<p><b>Other arrangements:</b> Deliveries, maintenance, outside work</p>	<ul style="list-style-type: none"> <li>• Site manager will communicate with contractors and suppliers.</li> <li>• Suppliers, have been informed not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</li> </ul>