



St Edward's Catholic Junior School

Additional Covid-19 School Premises Risk Assessment Spring Term 2022

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
Access Egress					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Via physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> Access to and exit from school a limited/partial one-way system (front double gates and back gate) Hazell Avenue: Vehicle gates open at 8.40am, closed at 9.00am Penrith Way: Gates opened at 8.40am (SEJS <u>pupils</u> only) closed at 9.10am PM all Gates opened at 3.00 (preschool parents only – access for all other parents from 3.10pm) closed at 3.30pm System communicated to all groups 	Review process regularly	Low
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> Access to carpark for delivery drivers remains unchanged Buzzer system used to communicate. Deliveries left in Reception. Orange barrier outside main gates and on the St Joseph's side of the pedestrian crossing. 	Review process after first day	Low – Med
Infection outbreak and reporting					
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> Isolate child or staff member in quarantine area in reception Open windows and make patient comfortable Access and use PPE as per county guidance Check temperature Alert parent and send child home with isolation instructions Deep clean all areas used or visited by child / staff member Alert all staff to hazard and reassure Follow guidance from PHE re isolation etc as required 		Low
Bins					
Hazardous	All staff, Site	contamination	<ul style="list-style-type: none"> PPE worn before any handling of waste All waste from potential Covid-19 case to be bagged and 	Bins lined for ease of	Low

waste	Manager, contractors		marked as such <ul style="list-style-type: none"> Removed from building to outside storage area 		emptying	
Caretaking						
Cleaning chemicals	Site Manager / cleaner	Safe use and low supplies of adequate surface cleaner	Site Manager to ensure each class has sufficient hand sanitiser and Milton cleaner for surfaces each morning Ensure labels clear and material safety data sheet available and shared with all staff Fogging to be carried out by Site Manager 4 weekly on Friday evenings			
Classrooms						
Maintaining social distancing	Pupils, staff,	Cross contamination	Allocated seating recorded by teachers Shared items cleaned before use by others		Adults to monitor	Low
Cleaning						
Classroom surfaces - tables, doors and handles Toilet doors and handles	All staff / Site Manager	Cross contamination	Use only specific anti viral cleaner Store out of reach from children – locked drawer Spray onto cloth and wipe all surface contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing Deep clean class at end of day		Increase use as needed, after sneezing or coughing episodes	Low
Toilets	Site Manager	Cross contamination	Clean including wipe down push points and handles at end of day		Ensure check rota in place	Low
Contractors						
Covid-19 awareness	Site Manager and contractors	Cross contamination	Alert to social distancing in school (see above) Professionals adhering to twice weekly LFD routine not required to wear face coverings class but in shared areas of school. Parents and other visitors to wear face coverings when entering the building Face coverings used as appropriate / preferred in all areas.		See induction for access to site	Low
Essential Visitors						

Essential visitors eg social care	Visitors and pupils	<ul style="list-style-type: none"> Cross contamination 	<ul style="list-style-type: none"> Avoid the visit if possible – use electronic communication Alert to social distancing in school Conduct the visit in the gazebo if possible If the visit needs to be indoors, visiting professionals should follow the school protocol re using a mask or visor and gloves as necessary for the activity <p>Paused from September 2021 – see above</p>		
Peripatetic teachers	Peripatetic teachers and pupils	<ul style="list-style-type: none"> Cross contamination 	<ul style="list-style-type: none"> Alert to social distancing in school Conduct the lesson in the designated room which should be accessed from the exterior door Peripatetic teachers should follow the school protocol re using a mask or visor and gloves as necessary for the activity <p>Paused from September 2021 – see above</p>		
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> New drill explained – children line-up Register order maintained Drill practiced and reviewed with Fire Risk Assessment 	Rehearse on week 1	Low
First aid			<ul style="list-style-type: none"> 		
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> Deliver support and welfare as normal within the school. Deliver support and welfare in classrooms or corridors if possible 1st Aid treatment in ICT suite/pupil disabled area Pupils with medical conditions only treated in medical room PPE used in suspected cases 	Identify first aider per class	Low
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> First Aid kits available for classroom use and outside use to reduce movement 	Check daily	Low
Grounds maintenance			<ul style="list-style-type: none"> 		
Grass cutting etc	Contractor / Site Manager	Cross contamination	Onsite only when children are indoors	Site Manager check	Low

Gym/Hall			•		
Temporary staff /	All staff	Maintaining social distancing	<ul style="list-style-type: none"> Hall not in use if possible except by adults maintaining social distance and wearing masks when more than 6 people are in the hall. Paused from September 2021 – see above Ventilation in hall to be investigated – no more than 2 classes for assemblies PE in the Hall when CO₂ monitors are available 		Low
Interactive panels	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Avoid surface contact games and activities wherever possible Wipe down surface with recommended cleaner after use 	Adult only use	Low
Lunchtime			•		
General	Lunchtime supervisors / staff	Cross contamination	<ul style="list-style-type: none"> Sanitise as appropriate; wear gloves as appropriate; supervision socially distant as far as possible Maintain ventilation 		Low
Lessons			•		
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Outside as much as possible Teach from front Relaxed uniform requested - no changing for PE Suitable clothing requested for all weathers Windows and at least one door open in classrooms for ventilation; CO₂ monitors checked regularly Small book bags and rucksacks, lunch boxes and water bottles only 	KS1 & 2	Low
P.E.	All staff Pupils	Cross contamination	<ul style="list-style-type: none"> Outside when possible Non-contact games No changing for PE 		Low
Swimming	Allocated classes	Cross contamination	<ul style="list-style-type: none"> Pupils to follow risk assessment for the pool Staff to be aware of up to date protocols 	Y4 and Y5	Low
Library, art, cookery, ICT, music rooms	All staff pupils	social distancing Cross contamination personal injury	<ul style="list-style-type: none"> ICT suite for SEND, peripatetic music and other interventions only Music room for peripatetic lessons with agreed protocol Library available to year groups on allocated days Wipe down equipment after use 	Reviewed end 1 st half term	Low

Office					
Office or admin area	School secretary	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Perspex screen installed • Keep office windows open and reception window closed as much as possible • Wipe keyboards down at regular intervals • Wipe phone down after use - regularly • Non office staff to wear a mask if entering the office is necessary 	Work in different rooms available where ever possible	Low
Off site visits			•		
Trips	Pupils, staff, volunteers	social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Cancelled until further notice <i>Suspended September 2021 – trips planned following latest guidance on a case by case basis</i> 	Latest guidance checked on EVOLVE system	Low
Play equipment, external					
Playground furniture Adventure trail and roll over bars	All staff Site Manager	Cross contamination	<ul style="list-style-type: none"> • Adventure trail and limited to 3 / 4 pupils from the same class/ bubble on each item of equipment until further notice 	General supervision	Low
Internal play equipment	Staff/ children/ visitors	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Limit equipment out at one time • Limit soft furnishings and equipment that cannot be safely washed between children or at end of day Allocate resources by child	Some equipment removed	Low
Playground					
Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	Children to have a 'breather' if and when group leader deems appropriate. Toilet breaks permitted regularly. Remind children of handwashing hygiene.	General supervision	Low
Playtime			•		
Breaks	Pupils,		See above	General	Low

	staff	Cross contamination	Segregation of bubbled classes using cones if required		supervision	
Store rooms			•			
Access	Staff	social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Limit to one person at a time • Clean door handle after use 			Low
Staff Toilets			•			
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Pupil toilet doors propped open; boys instructed to use cubicles (urinals not in use until further notice) • 			Low
Staff room			•			
Use of equipment	All staff	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Social distance in and out of staffroom. • Wipe down resources after individual use • If classes are bubbled, back up staffroom to be used by staff in bubble 			

DATE OF REVIEW: January 2022	COMMENTS:
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.