

St Richard's COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

School/ Setting	St Richard's RC Primary School, Longsight	Date of Assessment	12/04/2022
Assessment Completed By	JM (HT) and LB (FM)		

The DfE stated on 31st March 2022 that the population now has 'much stronger protection against COVID-19 than at any other point in the pandemic. This means we can begin to manage the virus like other respiratory infections, thanks to the success of the vaccination programme and access to antivirals, alongside natural immunity and increased scientific and public understanding about how to manage risk.' We have adjusted our Whole School COVID-19 Risk Assessment as a result:

Staying COVID Safe – Our Commitment

- ✓ We recognise the residual risks posed by COVID-19 to our staff, pupils and their families following the setting out of the next phase of the Government's COVID-19 response from 1st April 2022. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children's education remains.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

This is an updated version of the previous (March 2022) Risk Assessment. This version was completed in mid-April 2022 as a response to the DFE advice and Department for Health's guidance 'next steps for living with COVID-19' which came into place from 1st April 2022.

The St Richard's system of controls, which will be in place from April 2022 is detailed below. The actions in our system of control are grouped into 'prevention' and 'response to any infection' below.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have symptoms of respiratory infection 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) Maintain enhanced cleaning regimes, with a particular focus on frequently touched surfaces, using standard products such as detergents and bleach
- 5) Keep occupied spaces well-ventilated and monitor air quality with CO2 monitors in every classroom
- 6) Where necessary, wear appropriate personal protective equipment (AGP)

Response to any infection:

- 7) Contain any outbreak by following local health protection team advice

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Our Employees and Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The universal COVID-19 testing offer ended on Friday 1 st April 2022. LFD and PCR tests may soon be unavailable to school staff. Therefore, the guidance (left) should be followed instead.
02	Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The universal COVID-19 testing offer ended on Friday 1 st April 2022. LFD and PCR tests may soon be unavailable to school pupils. Therefore, the guidance (left) should be followed instead.
03	Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. They can go back to school when they no longer have a high temperature, and they are well enough to attend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The universal COVID-19 testing offer ended on Friday 1 st April 2022. LFD and PCR tests may still be available to school staff for a limited time. If staff do have symptoms of COVID-19 and have access to an in-date LFD test that confirms they have COVID-19, then they should follow the advice (left).
04	Children with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 3 days, which is when they are most infectious. They can go back to school when they no longer have a high temperature, and they are well enough to attend.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The universal COVID-19 testing offer ended on Friday 1 st April 2022. LFD and PCR tests may still be available to school staff for a limited time. If children do have symptoms of COVID-19 and have access to an in-date LFD test that confirms they have COVID-19, then they should follow the advice (left).
05	Pupils who develop symptoms of a respiratory infection, and who have a high temperature or feel unwell whilst in school should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From 25 th April 2022 onwards, the Medical Room will revert back to being a PPA/Meeting Room. Pupils who develop symptoms of a respiratory infection, and who have a high temperature or feel unwell whilst in school will sit on the sofa in the main Reception area until collected by a parent.
06	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School has developed an effective remote learning strategy and provision. Full details are available at https://st-richards.manchester.sch.uk/ School will maintain the online component of our remote learning approach (Google Classroom). We have laptops which can be loaned out at short notice for pupils who have to self-isolate and would otherwise have no access to a device.

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07	Although social distancing is no longer a legal requirement for staff and pupils, headteachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>At St Richard's, from April 2022 onwards, we will continue to use 3 staff rooms. Staff must continue to use their allocated staff room, in order to share resources equitably.</p> <p>Current one way systems will remain in place with the exception of the Prayer Room (now reverting to being the Prayer Room once again) and the one-way system being curtailed/diverting into the Main School Hall at the door closest to the Business Manager's Office.</p>
08	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Aprons, face masks, face visors and gloves are available for all eventualities requiring PPE. All intimate care and other aerosol generating procedures will always be undertaken with consideration to safety and dignity of all involved and in the most appropriate manner and location. School will refer to Amie Stocks/Julie Hicklin at MCR for advice if necessary.</p>
09	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School will maintain 40+ hand sanitiser stations in school and these will continue to be regularly refilled and their use encouraged. Electric hand-driers in toilets will be turned back on.</p>
10	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Regular hand-washing must be insisted upon by all staff in school again from April 2022 onwards.</p>
11	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional contact cleaning during the school day will continue until the end of academic year 2021-22.</p> <p>Regular hand-washing must be insisted upon by all staff in school.</p>

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12	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All bins are lidded and each class will be allocated with a box of tissues and staff will encourage pupils to access and make use of these.
13	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All bins are lidded foot-pedal operated and school has developed an enhanced cleaning procedure and deployed additional cleaning staff.
14	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>From March 2022 onwards, the Prayer Room reverted to being the Prayer Room once again and the one-way system was curtailed/diverting into the Main School Hall at the door closest to the Business Manager's Office.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>At St Richard's, good ventilation should be achieved by a variety of measures including, in cooler weather, windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</p> <p>(Classroom doors must remain closed as these are fire doors).</p>
15	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources 				<p>Cleaning staffing levels will remain increased until the end of the current academic year (2021-22)</p> <p>All areas of the premises will be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people ('contact cleaning').</p> <p>All classes will have access to COVID-19 killing spray and disposable cloths for staff to use as and when required (staff to request these from the Facilities Manager via email)</p>
16	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p>

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17	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contractors will be given updated COVID instructions upon arrival.
Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	If there is an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
19	At St Richard's from April 2022 onwards, we will continue with our current staggered break, lunch and end-of-the-day exit procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From April 2022 onwards, children at St Richard's will continue to be kept in their class groups for the majority of the class time and play time but mixing in wider groups is allowed for specialist teaching (eg – phased phonics, NTP), after-school activities and clubs, transport, personal development opportunities (such as GIFT Team, Caritas Ambassadors, Eco-Squad/School Council), Sports teams, assemblies and collective worship.
20	Restrictions on access to school by parents, members of the public, visitors etc will remain in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents are welcome to attend school but onsite meetings with parents will continue to be by appointment only. Not having parents/carers on school site at the start and end of the day has improved safeguarding, led to calmer beginnings and endings to each school day and will therefore be retained. Parents will be welcomed back to school from March 2022 onwards for parent information meetings, etc.
21	Seating pupils side by side and facing forwards in rows is no longer compulsory in classrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individual classteachers may now determine the lay-out of pupil furniture in their classroom to best suit teaching and learning with their pupils. We will no longer have a 'technical area' around the IWB which marks out an area at the front of each classroom. Each child must continue to bring in their own name-labelled water bottle from April 2022 onwards. Classes must not use shared cups for pupils to use for water-drinking purposes.
22	Our current one way systems, staggered school finish times, staggered break and lunch times will remain in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our school site will continue to be organised and resourced into 4 semi-autonomous buildings all with clearly labelled one-way systems which should be adhered to for the continuation of good order and the avoidance of busy corridors, entrances and exits. (These arrangements have had a generally positive impact on school organisation and will therefore remain in place). Exceptions are: C12 end of the day dismissal and pupils going to the toilet on Olympic first floor.

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					<p>Our current staggered break, lunch and home times will remain in place for safeguarding and road safety reasons.</p> <p>At morning break, only one member of staff per class now needs to be on duty and therefore duties can be shared/split between CT and TA over the course of a week.</p>
23	Face to face staff weekly meetings can take place again as required in the school hall from Summer 2022 onwards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In addition, email communications and telephone communication between classrooms will continue as an option in order to reduce unnecessary movement by staff around school. Weekly speaking briefings via Loom will continue (reducing the need for meeting/gathering)
24	From April 2022 onwards, there will be no restrictions on communal gatherings of more than one class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key Stage (Friday) assemblies will be reintroduced in Summer 1 half-term 2022. Collective worship will remain online in Summer 1 2022. Two classes per week (same year group) will attend Wednesday morning mass in church from start of Summer Term 2022 onwards.
25	Educational visits should be subject to risk assessments as normal and reflect any public health advice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class trips and visits using the school mini-buses will be reintroduced from the start of Summer term 2022 onwards. Parental voluntary contributions for all school trips must be cashless using PAY360h. Until the end of the current academic year at least, children will walk to and from the swimming baths instead of using the mini-buses.

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Outbreak Management Plan					
<p>This Outbreak Management Plan (OMP) outlines how the school will operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.				<p>Attendance restrictions will only be considered as a last resort following the DfE's 'contingency framework' and, in collaboration with public health and the local authority. in this case, school will:</p> <ul style="list-style-type: none"> Ensure remote learning platform is in place and accessible to all. Ensure that provision is in place for vulnerable children and key worker children to attend (as per national lockdowns).
03	Temporary re-introduction of strict year/class bubbles, for a temporary period to reduce mixing between groups.				<ul style="list-style-type: none"> Strict class bubbles re-implemented Strict reduction in staff movement around school
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.				<ul style="list-style-type: none"> Face coverings must be worn by staff and visitors, in communal areas unless they are exempt. Face coverings will not be worn by pupils at St Richard's
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.				<ul style="list-style-type: none"> Shielding can only be re-introduced by national government. Individual risk assessments re-introduced in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings				<ul style="list-style-type: none"> These will all be risk assessed and control measures put in place as and when required.

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Approved by (Head Teacher/ Chair of Governors)	Father Michael Dever Mr Jon Murray	Date of Approval	Click here to enter a date.
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