



ST WINEFRIDE'S SCHOOL  
*Founded 1868*

**St. Winefride's**  
**COVID-19 Risk Assessment**  
**April 2022**

## **St. Winefride's School**

Assessment conducted by: ED, RG, LR	Job title: SLT	Covered by this assessment: All staff
Date of assessment: April 2022		Date of next review: In line with up-to-date guidance provided by the government.
<b>Related documents</b>		
<u>Coronavirus (COVID-19): Staff Handbook, Coronavirus (COVID-19): Contingency Plan, Social Distancing Policy, Infection Control Policy, Coronavirus (COVID-19): Test Kit Policy, Coronavirus (COVID-19): Rapid Testing Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, Attendance and Absence Policy.</u>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> <li>- <a href="#">First Aid Policy</a></li> <li>- <a href="#">Coronavirus (COVID-19): Contingency Plan</a></li> </ul> </li> <li>• Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <a href="#">Health and Safety Policy</a></li> <li>- <a href="#">Infection Control Policy</a></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE (2021) 'Health and safety: responsibilities and duties for schools'</li> <li>- UK Health Security Agency (2022) 'People with symptoms of a respiratory infection including COVID-19'</li> <li>- UK Health Security Agency (2022) 'Living safely with respiratory infections, including COVID-19'</li> </ul> </li> <li>• Staff, volunteers, parents, pupils, visitors and contractors receive any necessary information and training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> </ul> </li> </ul>	Y	Headteacher & all staff	26.04.22	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- NHS</li> <li>- UK Health Security Agency (UKHSA)</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> <li>• The <b>SLT</b> reviews relevant school policies to ensure they account for the latest provisions.</li> </ul>				
Understanding government guidance on respiratory infections, including coronavirus	M	<ul style="list-style-type: none"> <li>• Staff, parents, pupils and visitors are informed of the national <a href="#">guidance</a> regarding what to do if you have symptoms of a respiratory infection, including coronavirus, have tested positive for coronavirus or are a close contact of someone with coronavirus.</li> <li>• Staff, parents, pupils and visitors are informed of any additional school-level advice on this matter.</li> </ul>	Y	Headteacher	26.04.22	L
Close contact with confirmed coronavirus cases	H	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are informed that people who live in the same household as someone with coronavirus are at highest risk of becoming infected, and those who have stayed overnight in the same household are also at high risk.</li> <li>• Individuals who live in the same household as someone with coronavirus or who have stayed overnight with them are encouraged to follow <a href="#">national guidance</a> on precautions they can take to reduce the risks to themselves and others.</li> </ul>	Y	Headteacher	26.04.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Individuals who are a contact of a positive case but do not live with or have not stayed overnight with the individual are advised to follow the <a href="#">'Living safely with respiratory infections, including COVID-19'</a> guidance.</li> <li>The school will take advice from the local HPT regarding specific precautions to be taken in response to managing a case or outbreak.</li> </ul>				
Contact with individuals who develop coronavirus symptoms at school	H	<ul style="list-style-type: none"> <li>If anyone develops coronavirus symptoms while at school, they are advised to go home and informed of the <a href="#">national guidance</a> on what to do if you have symptoms of a respiratory infection, including coronavirus, or test positive for coronavirus.</li> <li>Pupils going home after displaying symptoms who are awaiting collection by a parent are moved away from others to a location that can be ventilated.</li> <li>If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned and appropriately ventilated after they have left the premises.</li> </ul>	Y	Headteacher	26.04.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Managing respiratory infections, including coronavirus	M	<ul style="list-style-type: none"> <li>• Staff with symptoms of a respiratory infection, including coronavirus, who have a high temperature and do not feel well enough to work will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to work.</li> <li>• Staff will be supported to work from home where possible.</li> <li>• Pupils with mild respiratory infection symptoms, such as a runny nose, sore throat or slight cough, who are otherwise well, are able to continue to attend school.</li> <li>• Pupils who are unwell and have a high temperature will be advised to stay at home and avoid contact with others until they no longer have a high temperature and feel well enough to return to school.</li> <li>• Anyone with symptoms of a respiratory infection, including coronavirus, will be advised to follow the <a href="#">UKHSA guidance</a>.</li> </ul>	Y	Headteacher	26.04.22	L
Managing confirmed cases of coronavirus	M	<ul style="list-style-type: none"> <li>• Staff, pupils and parents are informed, via email, of how the school responds to confirmed cases of coronavirus.</li> <li>• Where an individual in the school community tests positive for coronavirus, the school follows public health advice and procedures outlined in the <a href="#">Infection Control Policy</a>.</li> <li>• Individuals who test positive for coronavirus follow the <a href="#">UKHSA guidance</a> on precautions to take.</li> </ul>	Y	Headteacher	26.04.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Staff who have coronavirus are supported to work from home where possible. If this is not possible, the staff member and their manager discuss other options.</li> <li>• Staff with a confirmed case of coronavirus will be advised to not come to school for 5 days after they took a test. If the staff member feels well enough to return to work after 5 days, they will do so, but will avoid contact with any member of the school community who is at higher risk of serious infection from coronavirus for 10 days after the day they took a test.</li> <li>• Pupils with a confirmed case of coronavirus will be advised to not come to school for three days after they took a test. If the pupil feels well enough to return to school after 3 days and they do not have a temperature, they will do so.</li> </ul>				
PPE	L	<ul style="list-style-type: none"> <li>• Risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	Y	All staff	26.04.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> <li>• Suitable handwashing and sanitising facilities are provided for individuals to wash their hands regularly.</li> <li>• Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>• Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate.</li> <li>• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>	Y	All staff	26.04.22	L
Cleaning	M	<ul style="list-style-type: none"> <li>• The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment, e.g. twice per day. There is a particular focus on frequently touched surfaces.</li> <li>• The school is cleaned in line with the daily cleaning schedule and the <a href="#">COSHH Policy</a>.</li> </ul>	Y	All staff	26.04.22	L

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		<ul style="list-style-type: none"> <li>Enhanced cleaning is undertaken if there is an outbreak at the school, in line with advice from the local HPT.</li> </ul>				
Protecting high-risk individuals	H	<ul style="list-style-type: none"> <li>A separate Individuals at High Risk from Coronavirus (COVID-19) Risk Assessment is carried out and followed where required.</li> </ul>	Y	Headteacher together with the individual	26.04.22	M
Unvaccinated members of staff	H	<ul style="list-style-type: none"> <li>The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</li> <li>The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</li> <li>The school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</li> </ul>	Y	Relevant staff	26.04.22	M
Educational visits	L	<ul style="list-style-type: none"> <li>Educational visits are conducted in line with government guidance. This includes the COVID-secure measures in place at the destination.</li> <li>A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely, and all trips are conducted in line with their risk assessment.</li> </ul>	Y	Relevant staff	26.04.22	L
	L	<ul style="list-style-type: none"> <li>The headteacher puts into place any actions or precautions advised by the local HPT if necessary.</li> </ul>	Y	SLT	26.04.22	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Communication		<ul style="list-style-type: none"> <li>• The headteacher liaises with the LA where necessary and includes any local guidance in the Staff Handbook, where required.</li> <li>• The school's website is kept up-to-date with any important information regarding the running of the school during the coronavirus pandemic, e.g. local arrangements.</li> <li>• The headteacher liaises with the trustees about possible arrangements for running the school, where necessary.</li> <li>• All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of respiratory infections, including coronavirus, what to do if they display symptoms, and what to do if others display symptoms.</li> <li>• The SLT is actively present around the school to provide additional support, advice and reassurance.</li> </ul>				
Ventilation	M	<ul style="list-style-type: none"> <li>• The school has a clear approach to increasing ventilation and minimising risk of aerosol transmission.</li> <li>• Particular consideration is given to ventilation when hosting events where visitors such as parents are on site, e.g. school productions.</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible:</li> </ul>	Y	All staff	26.04.22	L

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		<ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level windows, to reduce draughts</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes.</li> </ul>				
Managing outbreaks	M	<ul style="list-style-type: none"> <li>• The school has a plan in place to manage outbreaks of respiratory infections, including coronavirus.</li> <li>• The school will contact its local HPT if there is: <ul style="list-style-type: none"> <li>• A higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to acute respiratory infection.</li> <li>• Evidence of severe disease due to respiratory infection, for example if a pupil or staff member is admitted to hospital.</li> </ul> </li> <li>• If an outbreak or incident is suspected, the school will review and reinforce infection prevention and control measures that are already in place.</li> </ul>	Y	Headteacher	26.04.22	L

Approved by SLT & Chair of Trustees	ED, LR, RG, PS	Date	April 2022
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