



St Thomas of Canterbury Catholic Primary School

Where every child is special



St Thomas of Canterbury Catholic Primary School

Xavier Catholic Education Trust

Recommended Controls for COVID-19

Risk Assessment

V18 28th February 2022

The expectation is that our schools should be operating as close to normal as possible. Schools will take particular care in adopting the following mitigation processes designed to stop the spread of Covid 19 and these will be reviewed on April 1st 2022.

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. In the event of an outbreak, follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

The Governing Body/Trust Board must take ownership of the risk assessment and have an oversight of the principles behind its contents. It is based on the core operational guidance for schools found at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

School Leaders should revisit, update and share their risk assessment with the school workforce

It should be used alongside the government guidance below:

Contingency Framework [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#)

People with Covid and contacts [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](#)

- Parents are also directed to the school website: www.st-thomas.surrey.sch.uk and to the weekly updates found in the newsletter, the Weekly News
- Staff are also directed to the **Staff Handbook 2021-22** and all information shared in Staff Briefings.



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



Identified Risk & Mitigation Area	Recommended Controls & Protective Measures	By whom?	Actioned date
Asymptomatic Transmission: Home Testing Close contacts	<ul style="list-style-type: none">Asymptomatic testing in schools has now ceased, however pupils and staff can access testing via NHS free of charge until April 1stIf COVID is suspected due to symptoms or close proximity to a case – schools may request that a pupil or staff member testsA small number of tests may be retained for this purposeIf there is a substantial increase in the number of positive cases (see below) school may be advised to temporarily reintroduce testing as a control measure <ul style="list-style-type: none">Individuals identified as close contacts (living in same household or staying overnight with someone who has COVID-19) should follow the UKHSA guidance found at https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contactsClose contacts are not required to self-isolate but should<ul style="list-style-type: none">Minimise contact with the person who has COVID-19Avoid contact with anyone who has a higher risk of becoming severely unwellPay close attention to symptoms and order a PCR test if they develop any of the key signs of COVID-19Consider wearing a facemask when appropriate – e.g. in crowded, enclosed or poorly ventilated places		21 st Feb 2022 24 th Feb 2022
Symptomatic Transmission: Minimising contact with	<ul style="list-style-type: none">From 24 February 2022, the school will follow the UKHSA guidance on when an individual develops COVID-19 symptoms or has a positive test https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts	All staff present in school,	On-going



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



individuals who are unwell with COVID-19 symptoms	<ul style="list-style-type: none">• If an individual develops COVID-19 symptoms, they should take a PCR test (available free until March 31st), if positive they should stay at home for up to 10 days, but should aim to return to school as soon as they can.<ul style="list-style-type: none">○ Provided they are well enough, pupils will be expected to engage with remote learning as directed by the school.• An LTF test can be taken from day 5 onwards and on receipt of 2 negative tests, 24 hours apart and no raised temperature, they can resume normal activity and return to school.• In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.• If a parent or carer insists on a pupil attending the school when they have a confirmed or suspected case of COVID-19, the school can take the decision to refuse the pupil if, in its reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.• If a pupil develops symptoms or appears unwell at school the usual procedure for alerting parents is followed.	guided by SLT.	
Increased level of community transmission: Response to increased levels of infection – contain any outbreaks	<ul style="list-style-type: none">• The School will seek public health advice and consider invoking the contingency framework (Outbreak Management Plan) if there is:<ul style="list-style-type: none">○ higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection.○ evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19○ a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group• The school has an Outbreak Management Plan which details the range of actions that could be taken to contain any outbreak.• Extra actions will be decided in consultation with public health authorities and DfE.• The School will communicate with parents in the event of the Outbreak Management Plan being activated	Headteacher	As required



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



On site transmission: Preventative Hygiene Practices	<p>The COVID-19: cleaning of non-healthcare settings guidance is followed:</p> <ul style="list-style-type: none">• https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings• Minimise contact with individuals who are unwell• Sufficient handwashing facilities are available. Sinks, soap and hand sanitiser are available in every classroom and there are sanitisers in all other learning environments. Coronavirus (COVID-19) is an easy virus to remove when it is on skin. This remains true for the new variant.• The school has built hand-washing routines into school culture supported by the behaviour expectations set out in the school Behaviour Policy.• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;• All adults and children are told to:<ul style="list-style-type: none">• frequently wash their hands with soap and water for 20 seconds and dry thoroughly;• clean their hands on arrival at school, before and after eating, and after sneezing or coughing;• are encouraged not to touch their mouth, eyes and nose<ul style="list-style-type: none">○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')○ Help is available for children and young people who have trouble cleaning their hands independently○ Young children are encouraged to learn and practise these habits through games, songs and repetition• Bins for tissues are emptied throughout the day;• Posters are displayed throughout the school reminding pupils to frequently wash their hands.• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.• Bar soap is not used – liquid soap dispensers are installed and used instead.• Pupils are supervised by staff as appropriate when washing their hands to ensure it is done correctly, where necessary.	All staff present in school, guided by SLT.	On-going
---	--	---	----------



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



	<ul style="list-style-type: none">Pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use.Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.		
Airborne Transmission: Ventilation	<p>Ventilation reduces the concentration of the virus in the air which reduces the risk from airborne transmission. Occupied spaces should be well ventilated and a comfortable environment is maintained by using the following measures:</p> <ul style="list-style-type: none">Air conditioning units in the Computing Suite and Library are well maintained in accordance with the manufacturer's recommendationsFresh air is essential at all times in classrooms, all windows will be open for natural ventilation. Windows should be opened enough to provide constant background ventilation and opened more fully during breaks to purge the air in the spaceOpening internal and external doors may also be appropriate (as long as they are not fire doors and where safe to do so)The School uses the DfE supplied CO2 monitors in line with published guidance to ensure adequate ventilation in all teaching areas.	All staff	ongoing
Close contact transmission: Face Coverings	<ul style="list-style-type: none">Face coverings are no longer advised for pupils, staff and visitors in communal areas.Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.The school is aware that a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). The school's Outbreak Management Plan covers this possibility.<ul style="list-style-type: none">The school has a small contingency supply available to meet such needs.Face coverings can be masks or transparent face coverings so that they can aid communication.No pupil will be denied education on the grounds of whether they are, or are not, wearing a face covering.	All staff	Feb 25 th 2022
Close contact transmission: First Aid contact	<p>Pupils/students who require first aid should continue to receive care in the same way. No additional PPE is needed for anyone who does not have coronavirus (COVID-19) symptoms.</p>	All staff First aiders	Ongoing



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



	Where it is necessary for first aid to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing of hands		
Close contact transmission: PPE	<p>Face coverings are not classified as PPE (personal protective equipment)</p> <ul style="list-style-type: none">• Most staff will not require PPE beyond what they would normally need for their work.• If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.• PPE for COVID scenarios is only required when:<ul style="list-style-type: none">○ A pupil becomes ill with COVID-19 symptoms, and only then if a 2 metre distance cannot be maintained○ Performing aerosol generating procedures (AGP's)• Children and young people who cough, spit or vomit but do not have COVID-19 symptoms, any PPE that would be routinely worn, should be worn	First aiders	Ongoing
Negative educational impact: Attendance & recording attendance	<p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>School attendance is mandatory for all pupils and the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none">• Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at the school and they are of compulsory school age)• In the context of the pandemic and coronavirus vaccination programme, if evidence of persistent absence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors' note.• Remote education should only be provided to pupils who are unable to attend because they are complying with isolation advice around coronavirus (COVID-19) – i.e. they have registered a positive test and are following the stay at home guidance but are well enough to attend lessons remotely.		



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



	<ul style="list-style-type: none"> Usual uniform policies will be maintained, this plays a valuable role in contributing to the ethos of the school and sets an appropriate tone. The School retains the ability to issue sanctions, including fixed penalty notices in line with local codes of conduct. 		
Increased risk due to vulnerability: Self-isolation, Shielding & Vulnerable staff and pupils	<p>Shielding is no longer advised; vulnerable staff and pupils, or pupils who live with someone previously CEV should attend school and must continue to follow the rules in place under current national restrictions and the system of controls at school.</p> <ul style="list-style-type: none"> Staff and pupils previously considered to be Clinically Extremely Vulnerable (CEV) (i.e. were on the shielding patient list) should discuss an individual risk assessment with their line manager and/or leadership team with reference to latest government guidance https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk 		
Increased risk due to vulnerability: Staff who are pregnant	<ul style="list-style-type: none"> The school will follow the guidance for pregnant employees and will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). The school will also consider the needs of pregnant pupils. The school will refer to COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding which contains further advice on vaccination. 		
Community transmission: Mixing	<ul style="list-style-type: none"> Bubble system will no longer operate in school unless required in the event that we need to invoke our contingency framework measures. Whole school assemblies and whole school mass can resume, however, for the sake of caution worship groups will not exceed 3 year groups with spacing between year groups. The same play and lunchtime arrangements will apply as under previous guidance but to allow more play space and more sociable meal times rather than COVID related. These procedures will, however, allow for a return to stricter controls if necessary without timetable implications. The use of shared space such as halls and staff room are now open for all staff to use freely, however good ventilation should be maintained ensuring windows and doors are open where possible 	SLT & Premises staff	25 th Feb 2022



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



	<ul style="list-style-type: none"> Visitors to the site, such as contractors, local authority employees and health employees are to continue to be fully briefed on the school's arrangements and follow site guidance 		
Community transmission: Measures for arriving at and leaving school	<ul style="list-style-type: none"> Drop off time will continue to allow for access for all children to class from 8.30 and the one-way systems around school will remain in place to encourage a flow of movement and no congregation of large groups or congestion on the pathways. Collection times will be slightly staggered to reduce congestion on the road and onsite. Everyone to continue to use the one-way system. Parents will be informed of any alterations. 	Headteacher	25 th Feb 2022
Community transmission: Afterschool Activities Extended School provision and Breakfast Clubs Wraparound	<ul style="list-style-type: none"> All parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend and the only limits on numbers are staff ratio related. Children no longer need to be in consistent bubbles The Contingency Framework includes the possibility of re-introducing bubbles if deemed necessary. Any decision will not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. 		25 th Feb 2022
Community transmission: Educational Visits Domestic and International	<ul style="list-style-type: none"> Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. Organisers of international visits must recognise the risk of disruption to education resulting from any need to isolate and test on return to the UK. They are subject to international travel legislation; contingency plans must be in place in case of changes to travel list which may occur at any time New visits can only be booked if sufficient financial protection is in place via RPA (school insurance scheme) and school will verify this directly with RPA. Trip organisers will undertake a full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely 	SLT Site Managers & Premises staff	Sept 6 th 2021
Community transmission: Managing school transport	<ul style="list-style-type: none"> Parents, children and young people are encouraged to walk or cycle to school where possible; Parents and pupils are discouraged from using public transport, where possible particularly during peak times. If public transport is used then a face covering guidance must be followed. 	Headteacher and parents	On-going



Making **S=P+A+C+E** for learning





St Thomas of Canterbury Catholic Primary School

Where every child is special



Emergencies	<ul style="list-style-type: none"> All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	Admin team	On-going
Negative educational impact: Volunteer support	<ul style="list-style-type: none"> Volunteers may be used to help support the work of the school. The School will continue to follow the checking and risk assessment process as set out in the volunteer section in part 3 of Keeping Children Safe in Education. 	Headteacher, SBM	
Poor community compliance: Awareness of procedures and risk	<ul style="list-style-type: none"> Safeguarding and Health & Safety Policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff. Facilities, catering and lettings procedures have been reviewed with reference to specific guidance as published by gov.uk. Staff to receive any necessary training that helps minimise the spread of infection. The school keeps up-to-date with advice issued by Gov.uk Staff to be made aware of the school's infection control procedures in relation to coronavirus. (Xavier guidance available 15/05/2020) Parents are kept aware of the procedures put in place to help keep the children safe in school. Parents are informed that they must not send their child to school if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last (maximum) 10 days Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Any changes to behaviour expectations should be communicated and published via revised school behaviour policy Any cases of illness, including COVID-19 are to be treated with confidentiality 	DSL SBM, Twelve15 Headteacher Instructions to parents to go out	On-going



Making **S=P+A+C+E** for learning

