

The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

Please note: all COVID-19 guidance is available through HR InfoSpace and [Norfolk Schools](#)

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
February 2022	Changes from bubbles due to outbreak back to standard procedures.

Setting/Premises:	St Mary and St Peter Catholic Primary School		
Location:	Gorleston, NR31 6QY		
Assessment Date:	3/2/22	Last Review Date:	17/1/22
Assessment completed by:	Mr Alan Williams, Miss Sarah Cullum, Miss Danielle Melton		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Key infection control measures

1. Cleaning and disinfection	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down regularly. 	✓	<ul style="list-style-type: none"> • Gov.uk Schools Operational Guidance will be followed adhering to the 4 main control measures: <ul style="list-style-type: none"> ○ <i>Ensure good hygiene for everyone.</i> ○ <i>Maintain appropriate cleaning regimes.</i> ○ <i>Keep occupied spaces well ventilated.</i> ○ <i>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</i> • Daily cleaning takes place at the end of each day. • Class teams will wipe touch points after morning break and lunch break. 	From 7/2/22.
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			<ul style="list-style-type: none"> Shared touch points in staffroom have disinfectant wipes located nearby and signs displayed to remind staff to use them – at least after every break and high frequency of use. Staff encouraged and reminded to wash/sanitise hands between visited rooms. 	
	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	✓	Staff reminded in staff meeting.	Feb 2022
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	✓	Each room has its own dedicated cleaning equipment.	Feb 2022
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	✓	<ul style="list-style-type: none"> Caretaker and Cleaning contractors have relevant training. School staff use disinfectant spray regularly in their classrooms and know where stock is kept to replenish. 	Feb 2022

Hand hygiene and respiratory hygiene arrangements

2. Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....after..... before.... when as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. 	✓	<ul style="list-style-type: none"> Posters displayed on effective handwashing for children (see word doc) Posters displayed on effective handwashing for staff. Staff to be on class door entrance to encourage sanitising SLT timetabled to be outside on arrival each morning. 	Feb 07/02/22
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<ul style="list-style-type: none"> • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<ul style="list-style-type: none"> • Newsletter to always mention COVID cleaning measures. 	
Hand washing is carried out using running water (static bowls are not used)	✓		Feb 07/02/22
Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	✓		Feb 07/02/22
<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. • Hand sanitiser points are checked regularly and stock replenished where necessary. 	✓	<ul style="list-style-type: none"> • Sanitiser points are in all classrooms, all school spaces and at entrance points. • Additional sanitiser stations will be placed on the entrance and exit points to school. 	Feb 07/02/22
Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	✓	Additional sanitiser stations will be placed on the entrance and exit points to school using removable stands.	Feb 07/02/22
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	✓	Door mounted entrance point needs reviewing	Feb 07/02/22



	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	✓	Refillable containers are stored in staffroom on high shelf.	Feb 07/02/22
3. Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. 	✓	<ul style="list-style-type: none"> All bins have swing lids to prevent spread of infection from waste. Emptied daily and more frequently by staff if full. Cleaning staff will wear appropriate gloves. 	Feb 07/02/22
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	✓	Posters displayed.	Feb 07/02/22

Ventilation (and use of outside space)

4. Increasing ventilation	<ul style="list-style-type: none"> Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. Non fire doors are secured in the open position Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	✓	<ul style="list-style-type: none"> Classroom windows will be opened daily to increase ventilation. Doors will be opened to increase ventilation when needed. 	Feb 07/02/22
	During cooler weather: <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially 	✓	Parents to be reminded to use layers to keep children warm in the newsletter.	Feb 07/02/22



	<ul style="list-style-type: none"> Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 			
	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	✓	Caretaker opens windows daily and staff open additional windows as and when required.	Feb 07/02/22
5. Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less Equipment, machinery that prevent air circulating have been relocated where possible Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). Fans are not used in poorly ventilated areas Advice has been sought from HSW for using these areas 	✓	<ul style="list-style-type: none"> Storage cupboard (former photocopier room) has limited use. Other areas such as the boiler cupboard – are restricted to the caretaker and contractors. 	Feb 07/02/22

PPE

6. PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	✓	<p>PPE Gov.uk Guidance will be used</p> <p>Staff will be reminded:</p> <ul style="list-style-type: none"> PPE is not always needed for routine care PPE should be used if close contact is unavoidable when a child becomes ill with COVID. <p>Staff informed of the following equipment needed for close</p>	Feb 07/02/22
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			<p>contact with a child ill with COVID:</p> <ul style="list-style-type: none"> • fluid-resistant surgical face masks (also known as Type IIR) • disposable gloves • disposable plastic aprons • eye protection (for example, a face visor or goggles) <p><i>All classrooms to access to these and replenished immediately after use.</i></p>	
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Educational visits and use of third-party premises

7. All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities 	✓	<ul style="list-style-type: none"> • Staff and SLT use Evolve to log and risk assess trips. • All school trips to be agreed with SLT before finalised so that all risks can be considered and assessed. 	Feb 07/02/22
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	<ul style="list-style-type: none"> ○ There is an appropriate level of insurance cover for the visit ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
8. Specific considerations	<ul style="list-style-type: none"> ● Additional factors needed for children (and staff) with SEND and medical conditions have been considered. ● There are contingency plans in place, for example, to respond to symptoms developing in the group. 	✓	Separate risk assessments are in place for contingency planning	Feb 07/02/22

Visitors

9. Visitors	The time of visits occur so that visitors are separated from staff and pupils where possible.	✓	Visits to school will be arranged from 9am onwards. Visitors outside of these hours will be informed of the school procedure to keep contact to a minimum.	Feb 07/02/22
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	✓	The library space will be used most frequently.	Feb 07/02/22
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> ● That you encourage participation in asymptomatic testing ● Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. ● To leave the setting immediately if they develop symptoms ● Hand shaking should be avoided 	✓	Procedures will be sent to visitors in advance of any meeting held in school.	Feb 07/02/22
	On arrival visitors will be: <ul style="list-style-type: none"> ● Provided with relevant site information ● Asked to perform hand hygiene ● Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	✓	Procedures to follow are also signposted in the school entrance.	Feb 07/02/22
	Visitors will use their own pen or will be provided with a pen that they take with them.	✓		Feb 07/02/22
	A QR code is in place for events involving large numbers of visitors.	✓	NHS QR code will be displayed in the school entrance.	Feb 07/02/22



	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	✓		Feb 07/02/22
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Catering

10. Catering	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance.	✓		Feb 07/02/22
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	✓		Feb 07/02/22

Health, well-being and attendance

Asymptomatic testingFirst aid

11. First aid – all settings	Norfolk COVID-19 First Aid guidance is followed.	✓	HSE guidance will be followed. Social distancing for first aid has been removed but first aiders should try to assist at a safe distance from the casualty as much as you can. Minimise the time you share a breathing zone. See PPE guidance above if required.	Feb 07/02/22
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Individual risk - pupils

12. Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	✓	Risk assessments will be devised with individuals if required.	Feb 07/02/22
13. Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	✓		Feb 07/02/22



Individual support planning

14. Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	✓	New routines will need to be taught and modelled for younger pupils and particular consideration will need to be given for pupils with complex and additional needs who may find adjusting to changes in school routines more difficult.	Feb 07/02/22
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	✓		Feb 07/02/22
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	✓		Feb 07/02/22
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	✓		Feb 07/02/22

Wellbeing and attendance

15. Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	✓	Additional NHS Resource Every Mind Matters to be used to support staff, pupils and parents.	Feb 07/02/22
	Existing arrangements are followed for supporting pupils who are distressed and where safeguarding issues come to light.	✓	Thrive provision and Pastoral support will be prioritised.	Feb 07/02/22
	Available resources are used to identify and support pupils and staff who exhibit signs of distress.			



16. Where attendance is impacted	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.			
	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	✓	Newsletter information and/or telephone calls to impacted parents.	Feb 07/02/22

Staff health and well-being

17. Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	✓		Feb 07/02/22
18. Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	✓	<ul style="list-style-type: none"> Half termly wellbeing survey to be actioned and evaluated. Resources displayed in staffroom for easy access. 	Feb 07/02/22

Self-Isolation Arrangements – Staff and Pupils

19. Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room 	✓		Feb 07/02/22
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	<ul style="list-style-type: none"> Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 			
20. Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace In line with travel - Entering the UK If the person has COVID-19 symptoms On receiving a positive LFD or PCR test 	✓		Feb 07/02/22

Collaboration

General Arrangements

21. General Arrangements	<ul style="list-style-type: none"> Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. 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) Government guidance states that any absence which doesn't follow guidelines will be marked as unauthorised. All staff are asked to take LFT twice weekly. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days 	✓	<p>Newsletters will be shared fortnightly.</p> <p>COVID risk assessment will be shared via the school website and school app.</p>	Feb 07/02/22
	<ul style="list-style-type: none"> Since 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test 	✓		Feb 07/02/22



	<p>every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <ul style="list-style-type: none"> Where required the setting has added additional information that has been identified in this risk assessment. 			
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	✓	Information shared in Newsletters.	Feb 07/02/22
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.	✓	Information shared in Newsletters.	Feb 07/02/22
22. All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 		<ul style="list-style-type: none"> Compliance Code is linked here for all staff to access Risk assessment will be shared with staff. 	Feb 7/02/22
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	✓		Feb 07/02/22

Respectful space

23. Respectful Space	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> Continued cohorting of staff Utilisation of online meetings and training Keeping numbers minimised for in person meetings and training Reduction of pinch points and areas of congestion Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	✓	<ul style="list-style-type: none"> Staff room – staff to respect space and sit at least one chair apart. In addition to the staff room, to prevent overcrowding, staff can use the classroom space to eat lunch. School to consider outdoor eating spaces for staff and children. 	Feb 07/02/22
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Hiring School Premises (and providing premises for club use)

24. Club use	<ul style="list-style-type: none"> Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	✓	Most clubs are in house and staff will follow above procedures. However, some clubs will be led by external providers. The Risk Assessment will be shared with providers.	Feb 07/02/22
	<ul style="list-style-type: none"> Information about ventilation requirements is provided to the user 	✓	In Risk assessment provided to them.	Feb 07/02/22
	<ul style="list-style-type: none"> The school and user have agreed and confirmed their responsibilities prior to use, The hirer has confirmed that they are following COVID-19 control measures for their activities 	✓		Feb 07/02/22



Review

25. Review	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	✓	COVID risk assessment will be a standing agenda item for all staff and SLT meetings.	Feb 7/02/2022
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Any other actions that are not listed above

26. Use of masks in communal areas.	<p>To be used in enclosed and crowded spaces.</p> <p>To be used during parents evening by parents and teachers.</p> <p>Visitors to the school are encouraged to wear masks.</p>		<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</p>	
27. Parents' evening.	<p>Through consultation with staff, parents have been given the option to meet in person or virtually.</p> <p>Parents will remain in their cars or socially distanced in the school hall in order to reduce numbers of visitors to the school.</p> <p>Parents evenings will take place in the particular year group classroom.</p> <p>Parents and teachers will wear masks and follow hygiene procedures.</p>			7/2/2022
28. Outbreak Management Plan	<p>Arrangements are in place if a local outbreak occurs</p>		<p>An Outbreak Management Plan has been compiled and will be followed in the event of a local outbreak.</p>	



Assessor's Name:	Position:
	Signature: