

# St Nicholas Catholic High School



## COVID-19 Wider School Re-opening

### Risk Assessment

v.4 – 7.6.20

Risk Assessment for COVID-Secure Schools, Education and Childcare Settings

Establishment: St Nicholas Catholic High

Risk Assessment carried out by: Fleur MacCreedy

Date: 05/06/20

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Transmission of Coronavirus on school premises	COVID-19	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance Staff, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)  In relation to health and ethnicity, the risk of infection and dying among those diagnosed with Covid19 is higher amongst people with certain pre-existing medical conditions and BAME groups compared to white ethnic groups	High	<p><b>CONTINUALLY MONITOR NATIONAL &amp; LOCAL DATA SETS AND ADVICE (infection rates and 'r' numbers) TO INFORM ONGOING RISK ASSESSMENT RE-EVALUATION</b></p> <ul style="list-style-type: none"> <li>- Minimising contact by ensuring that staff who have coronavirus symptoms, or who have someone in their household who does, do not attend school and remain at home. If start to display symptoms while in school, return home immediately. (RW Letter to parents). See medical section for further details.</li> <li>- School re-opening plan provided and distributed to staff which includes key measures in this RA</li> <li>- All staff enter via main entrance. Signed in by member of Admin on reception.</li> <li>- Maintain social distancing of 2 metres in school - see detail below. (Give way system introduced at 'pinch points' such as corridor to Finance and Staffroom)</li> <li>- Enhanced hygiene routines - Staff MUST wash hands on arrival in staff toilets</li> <li>- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with tissues provided. Staff are not to use hand sanitiser if they have skin problems.</li> <li>- All staff issued with box of gloves, apron and masks for their own personal use (1 set per day)</li> <li>- Hand sanitizer, wipes and tissues in every used classroom / office and used communal space.</li> <li>- Staff are not to take work or resources home, for example books to mark.</li> <li>- Only essential teaching and support staff on site, no agency staff or peripatetic/music tutors.</li> <li>- Staff to be on site for the minimum hours/timetabled sessions only and not to exceed 8am-3.30pm.</li> <li>- Staff to be consulted and updated about this RA/plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>- Staff wellbeing. Staff offered opportunity to return to school first to organise and prepare so they feel safe and confident for reopening having implemented DfE guidance and risk assessment control measures.</li> <li>- PPT with pictures of site to accompany RW virtual Staff Briefings</li> </ul>	Medium/Low	
		Staff in vulnerable categories/unable to attend work	High	<ul style="list-style-type: none"> <li>- Consult with and assess all required staff to identify who are may be unavailable to attend work and fall into any of the following categories; clinically extremely vulnerable or living with someone who is, shielding/clinically vulnerable, confirmed disability, pregnant, certified sick (non corona related) by GP, childcare issues, commute to work involves public transport. Clinically extremely vulnerable and pregnant staff are directed to remain at home. For other categories and where possible agree alternative arrangements, working from home/support remote learning.</li> </ul>	Medium/Low		
		Staff who are shielding (not clinically extremely vulnerable) or have members of household who are shielding/vulnerable		<ul style="list-style-type: none"> <li>- Staff afforded the opportunity to work from home until end of Summer Term. Arrangements for the Autumn Term will be reviewed in response to national guidance.</li> <li>- Teaching staff may be required to provide video-conference via school laptop to Yr 10 and 12 on site.</li> </ul>	Medium/Low		
		Staff who are BAME (Black, Asian and Minority Ethnicity)	High	<ul style="list-style-type: none"> <li>- Due to the increased risk, evidence suggests that BAME staff should be classed as more vulnerable and therefore should be added to the list of categories in terms of extremely and clinically vulnerable staff. The Department for Education (DfE) have stated "schools should be especially sensitive to the needs and worries of BAME members of staff but have not issued any formal guidance for schools in relation to BAME employees. In lieu of any further guidance the following will take place.</li> <li>- Audit of staff to identify if any are of BAME and relevant staff to be contacted to discuss any specific concerns. All redeployment and risk mitigation options should be considered as with other vulnerable staff to minimise risk, including working from home if deemed appropriate by discussion with each individual staff member.</li> </ul>			
		Students (excluding key worker provision)	High	<ul style="list-style-type: none"> <li>- Continue to deliver remote education as the predominant form of education delivery for year groups 10 and 12. Continue to support all other pupils remaining at home, making use of the available remote education support.</li> <li>- Only a quarter of the year 10 and year 12 cohort in school at any one time. - Phased return to limit numbers and mixing in school -one form group of up to 30 year 10 students in smaller bubbles. No pupils should be on the school grounds unless agreed contact time. (Keep mixing between groups to a minimum. Where mixing is unavoidable keep groups smaller than normal. No more than half class sizes to ensure sufficient distancing.)</li> <li>- Advise pupils and parents to minimise use of public transport where possible. Advise pupils on reducing social mixing outside of school.</li> <li>- Students or members of household who are unwell/displaying covid19 symptoms to remain at home. (Letter from RW)</li> <li>- If start to display symptoms while in school, isolate immediately in designated room (PE1) and request student is collected asap, leave via sixth form entrance. See medical section for further details.</li> <li>- Students classed as clinically extremely vulnerable due to pre-existing medical conditions and advised to shield are not expected to attend school and should continue to be supported at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) students are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</li> <li>- Maintain social distancing 2 metres - clear markings on floors</li> <li>- Enhanced hygiene routines - Cleaning hands more often than usual on entering school (hygiene stations). Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with tissues provided. Critical workers to wash hands after each session.</li> <li>- PPT slide shown at start of each day to Yr 10 students and each session to Yr 12s to outline above.</li> <li>- Students not to bring in any work or share any equipment/resources/food, etc. while in school - provided with pen / pencil / paper / water. Can bring own phone and a small bag with any personal items only if essential</li> <li>- Students to not visit student support and finance office, remain in designated areas</li> <li>- Uniform expectations - clean washed clothes each visit. For Yr 10 no Blazer or tie required</li> <li>- Students should only attend provision if at least one parent is a key worker and no-one available to look after student at home.</li> <li>- Students or members of household who are unwell/displaying covid19 symptoms to remain at home. If start to display symptoms while in school, isolate immediately in designated room and request student is collected asap. Isolate at home for 7 days minimum.</li> <li>- Provision to be based in C1&amp;2/not to mix with other students in school, enter/exit school via doors to crypt, access via stairs near Arc.</li> <li>- Staff supervising not to mix with other students and staff</li> </ul>	Medium/Low		
		Student (key worker/vulnerable student provision)	High	<ul style="list-style-type: none"> <li>- Identify any additional students with special needs - vulnerable/SEN student who will be attending. Review their individual RA if applicable. Do they require additional support. For example usually need 1:1 TA assistance - can this still be done safely/assisting with toileting/moving around school, etc.</li> <li>- Any ARC students/separate entrance</li> </ul>	Medium/Low		
		SEN students	High				
		Parents/carers	High	<ul style="list-style-type: none"> <li>- All parents to remain in vehicles when dropping/collecting their child, staggered times.</li> <li>- Inform parents of their allocated drop off and collection times/process and measures for minimising adult to adult contact (for example, which entrance to use).</li> <li>- No parents to enter school unless emergency/pre-arranged. Wait in main reception, one at a time. Contact school via telephone/email where possible.</li> <li>- Inform parents that if their child needs to be accompanied/collected, only one parent should attend.</li> <li>- Advise parents that they cannot gather at entrance gates or doors, or enter the site (unless pre-arranged as above)</li> <li>- Advise parents of rules relating to student illness and expectations around school attendance (clinically vulnerable, etc).</li> <li>- Inform parents of new measures and expectations for students while in school - hygiene, no catering, behaviour, etc.</li> <li>- Advise pupils and parents to minimise use of public transport where possible (bus/trains)</li> </ul>	Low		
		Visitors e.g. school governors, suppliers	High	<ul style="list-style-type: none"> <li>- Default position is no visitors on site including parents. Any visitor must be agreed in advance with RW or FM.</li> <li>- Deliveries to be left by the main entrance where possible, social distancing to be maintained if need to come into school</li> <li>- Visitors or members of household who are unwell/displaying covid19 symptoms to remain at home.</li> <li>- If start to display symptoms while in school, leave premises immediately with internal 'track and trace' investigated</li> <li>- Hygiene station on main visitor entrance gate (both sides).</li> <li>- All visitors to enter/exit school from same main entrance. Screen to be installed in main reception to deal with visitors. Revised visitor arrangements, member of staff to sign them in and out to avoid touching pens/revisement. Visitor stickers to be replaced by badges/bananas. Fabric chairs to be removed and replaced with dining chairs</li> <li>- Clear guidance on social distancing and hygiene explained on arrival, signage etc.</li> <li>- No lettings to resume.</li> <li>- Governors to not attend school, meetings held virtually or contact made via email/telephone</li> </ul>	Low		

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		Contractors			<ul style="list-style-type: none"> <li>Maintenance/contractors to be limited to essential regulatory requirements and emergencies and numbers on site at any one time. Contractors to wear protective equipment (gloves/masks) and follow strict hygiene measures, follow own RA. Site guidance on social distancing and hygiene explained on or before arrival.</li> <li>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>Grounds maintenance to continue as outside/no contact with people.</li> </ul>	Low	
Drop off and collection of pupils				High	<ul style="list-style-type: none"> <li>Year 10/12 Parents in cars to drop off from 8.45am at designated zones. (Arrival - must not exit vehicle until instructed by staff member and then follow 2m markers to relevant year group Sign In Station). Separate entry/exit for critical worker provision (main entrance &amp; via crypt) and Y10 (via sports hall gates). Y12 via sixth form entrance, staggered depending on timetable. Collection by Car - from bus bay. Students will remain on 2m 'spots' and then raise hand when they see their family car. They can proceed to car when instructed by member of staff.</li> <li>Sixth Form students who are driving must arrive on their own - if not refused entry. Park on Staff Car Park leaving one space in-between each vehicle.</li> <li>Leave main gate open to reduce contamination on buzzer?</li> <li>Staff members to be present to manage and ensure social distancing is maintained.</li> <li>Staggered times for student bubbles to be dismissed &amp; exit school premises to minimise contact.</li> <li>Students to leave immediately at the end of the school day (no after school activities).</li> <li>RW has liaised with St Wilfrid's to avoid similar drop off and collection times. (St Wilfrid's drop off at 8.15 and 8.30)</li> </ul>	Low	
Staff and pupils in classrooms				High	<ul style="list-style-type: none"> <li>Students to be in 'bubbles' of 10 max per room, remain in same consistent group/room whilst in school, students not to mix with other groups.</li> <li>Use alternative larger space for groups to maintain social distancing and reduce mixing - hall, sixth form common room, music room for Y10 and some additional large classrooms for Y12. All rooms to be kept ventilated/windows open.</li> <li>Reserve classroom (dining hall) if a class needs to evacuate room and relocate (sickness, etc)</li> <li>One student per desk, 2m apart. Provided with paper / pen / pencil and bottle of water.</li> <li>2m designation around teacher desk. Separate chairs available for different staff to sit on when swapping rooms and cleaning products if wish to clean desk.</li> <li>2m designated inside and outside each door.</li> <li>Maintain social distancing 2 metres at all times.</li> <li>Timetable and lessons taught to be reduced/adjusted. Only e-resources to be used, no paper handouts</li> <li>Remain in room all day, including breaktime need to reduce movement around the school or building</li> <li>Staff verbally give feedback to children while working with them and staff remain in 2m designated area.</li> <li>Remove unnecessary items from classrooms and other learning environments. Remove soft furnishings or resources that are hard to clean (such as those with intricate parts)</li> <li>All desks and chairs removed and replaced with clean set each day</li> <li>Students not to share any equipment/resources/books, etc, including any work, should not be handed in/accepted by teacher</li> <li>All non Fire doors to remain open throughout school to limit contact</li> <li>Student to be sent to main reception if behaviour/medical issue. Admin team to contact SLT or first aider where appropriate.</li> <li>Students not to use interactive whiteboards</li> <li>Hygiene station with sanitiser for students/staff to clean hands on entry and exit</li> </ul>	Medium/Low	
Moving about the school				High	<ul style="list-style-type: none"> <li>Separate entry and exit zone for Y10/Y12 and critical worker students</li> <li>Students to enter and exit school via different zones/Sign-in Stations. Signed in by member of staff behind perspex panel. Wash hands/sanitise on arrival and exit.</li> <li>Floor stickers/tape throughout school to remind staff and students to social distance/keep 2m distance and direction of travel. One way system and 'Give Way' system to be introduced to avoid congestion in corridors.</li> <li>No classrooms/lockers to be used, students keep bags (essential items only) and coats with them at all times.</li> <li>Only designated rooms/areas of school to be used.</li> </ul>	Medium/Low	
Lunch and Breaktimes				High	<ul style="list-style-type: none"> <li>School day to be compressed so no lunch time. No catering provision so students asked to bring own drink and snack.</li> <li>Staggered breaktimes. Students to be kept inside same room to reduce mixing/movement around school.</li> <li>Toileting, designated toilets - crypt critical worker/vulnerable students and science toilets for Y10/Y12. Supervision/toilet attendant outside toilets all day to ensure social distancing/1 student at a time, regular cleaning. Critical worker students access crypt toilets via staircase near Arc.</li> </ul>	Medium/Low	
Staff Room				High	<ul style="list-style-type: none"> <li>Separate staffrooms for Y10/Y12 staff (main staffroom) and critical worker staff (conference room).</li> <li>Staff to follow good hygiene practice when using staffroom drinks machine, microwave, fridge and other communal equipment.</li> <li>Staff encouraged to bring own drinks, etc. But if necessary wash crockery/wipe down equipment after use and do not leave in sink (if in main staffroom). Leave items in conference room to be cleared by cleaning staff.</li> <li>Staff to maintain social distancing/remove normal fabric chairs and replace with dining/classroom type chairs</li> </ul>	Medium/Low	
Other staff areas - office, meeting rooms, toilets, communal spaces				High	<ul style="list-style-type: none"> <li>Staff to be signed in my admin team, no need to sign in as per usual process.</li> <li>Hygiene stations located around key designated areas in school to clean hands</li> <li>Posters and signage around school with instructions about social distancing/directions, etc</li> <li>Limit staff numbers repro room (One member of staff at any one time - signage produced) . Antibac wipes provided to clean copier after each use.</li> <li>Staff workstation (One member of staff only - signage)</li> <li>2m zone outlined on floor inside doors/key areas - student support, repro room, etc, for 'Give Way'. One way system down to staffroom corridor.</li> <li>Main reception - screen installed for dealing with visitors and at student support opening. Fabric chairs in waiting area, removed and replaced with dining room chairs.</li> <li>Reduced admin staff -bc depending on student numbers. Finance office - max 2 staff per day</li> <li>2 staff female and 1 male toilet (by student support), limited to one staff member at a time, use products provided to clean after use. Also cleaned regularly throughout the day by site staff.</li> </ul>	Medium/Low	
School Assembly				High	No assemblies/large gatherings to take place.	Low	
Outdoor Lessons PE/Forest School				High	No PE lessons to take place and after school sports clubs/fixtures.	Low	
Use of Sports and Play Equipment				High	Sports and play equipment not to be used including critical worker provision.	Low	
Cleaning				High	<ul style="list-style-type: none"> <li>New areas to be used in school to be thoroughly cleaned prior to wider re-opening. Cleaners to wear PPE (masks/aprons/gloves) to be available if required.</li> <li>Rooms/equipment cleaned as part usual cleaning rota at start/end of the day.</li> <li>All classroom desks and chairs removed and replaced each day.</li> <li>Enhanced cleaning of communal areas throughout day including taps, toilets, sinks, door handles/ plates/banisters/rails, etc.</li> <li>Student and staff toilets cleaned more regularly. Toilet attendants/supervision in place outside student toilets (crypt and science)</li> <li>Cleaning products provided in toilets if staff wish to clean surfaces prior to and after use</li> <li>Computers cleaned regularly/ at the end of each day.</li> <li>Cleaners/site team to be provided with clear cleaning instructions and sign when areas have been cleaned</li> </ul>	Medium/Low	
Medical/First Aid Provision, including if someone becomes unwell at an educational setting				High	<ul style="list-style-type: none"> <li>Designated trained members of staff to provide first aid for non corona related issues in medical room. Full PPE to be worn and be removed/ disposed of and replaced when dealing with different students. Training/posters provided for use of PPE</li> <li>Students displaying symptoms of covid19 to self isolate immediately in designated (PE1) room and sent home. If needed, they should use separate/designated sixth form toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> <li>First aiders to be referred to attached HSE first aid guidance for dealing with emergency situations <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></li> <li>Thermometers purchased so temperature can be taken by student</li> <li>If a staff member/student does display symptoms we may decide to isolate the bubble/pod earlier than the national guidance would indicate prior to the outcome of the test result being known</li> </ul>	Medium	
Catering				High	No onsite catering to be provided. Students and staff to bring own food and drink, to be disposed/removed at end of each day. Not to be shared with any other person.	Low	
Deliveries and Waste Collection				High	<ul style="list-style-type: none"> <li>Classroom and communal waste disposed of in pedal/added bins.</li> <li>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.</li> <li>Usual waste collections to continue as normal, minimal contact from contractors</li> </ul>	Low	

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		Student (key worker/vulnerable student provision)		High	<ul style="list-style-type: none"> <li>Students should only attend provision if at least one parent is a key worker and no-one available to look after student at home.</li> <li>Students or members of household who are unwell/displaying covid19 symptoms to remain at home. If start to display symptoms while in school, isolate immediately in designated room and request student is collected asap. Isolate at home for 7 days minimum.</li> <li>Provision to be based in C1&amp;2/not to mix with other students in school, enter/exit school via doors to crypt, access via stairs near Arc. Designated toilets in crypt.</li> <li>Staff supervising not to mix with other students and staff. Dedicated staffroom in conference room</li> </ul>	Medium/Low	
		SEN students		High	<ul style="list-style-type: none"> <li>Identify any additional students with special needs - vulnerable/SEN student who will be attending. Review their individual RA if applicable. Do they require additional support. For example usually need 1:1 TA assistance - can this still be done safely/assisting with toileting/moving around school, etc.</li> <li>Any ARC students/seperate entrance</li> </ul>	Medium/Low	
		Parents/carers		High	<ul style="list-style-type: none"> <li>All parents to remain in vehicles when dropping/collecting their child, staggered times.</li> <li>Inform parents of their allocated drop off and collection times/process and measures for minimising adult to adult contact (for example, which entrance to use).</li> <li>No parents to enter school unless emergency/pre-arranged. Wait in main reception, one at a time. Contact school via telephone/email where possible.</li> <li>Inform parents that if their child needs to be accompanied/collected, only one parent should attend.</li> <li>Advise parents that they cannot gather at entrance gates or doors, or enter the site (unless pre-arranged as above)</li> <li>Advise parents of rules relating to student illness and expectations around school attendance (clinically vulnerable, etc).</li> <li>Inform parents of new measures and expectations for students while in school - hygiene, no catering, behaviour, etc.</li> <li>Advise pupils and parents to minimise use of public transport where possible (bus/trains)</li> </ul>	Low	
		Visitors e.g. school governors, suppliers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/nose etc)	High	<ul style="list-style-type: none"> <li>Default position is no visitors on site including parents. Any visitor must be agreed in advance with RW or FM.</li> <li>Deliveries to be left by the main entrance where possible, social distancing to be maintained if need to come into school</li> <li>Visitors or members of household who are unwell/displaying covid19 symptoms to remain at home.</li> <li>If start to display symptoms while in school, leave premises immediately with internal 'track and trace' investigated</li> <li>Main visitor entrance gate left open and manned.</li> <li>All visitors to enter/exit school from same main entrance. Screen to be installed in main reception to deal with visitors. Revised visitor arrangements, member of staff to sign them in and out to avoid touching pens/equipment. Visitor stickers to be replaced by badges/lanyards. Fabric chairs to be removed and replaced with dining chairs</li> <li>Clear guidance on social distancing and hygiene explained on arrival, signage etc.</li> <li>No meetings to resume.</li> <li>Governors to not attend school, meetings held virtually or contact made via email/telephone</li> </ul>	Low	
		Contractors			<ul style="list-style-type: none"> <li>Maintenance/contractors to be limited to essential regulatory requirements and emergencies and numbers on site at any one time. Contractors to wear protective equipment (gloves/masks) and follow strict hygiene measures, follow own RA. Site guidance on social distancing and hygiene explained on or before arrival.</li> <li>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>Grounds maintenance to continue as outside/no contact with people.</li> </ul>	Low	

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Facilities Management	Re-occupying buildings	Building users	Non compliance with statutory requirements	High	<a href="#">Complying with government guidance - please click on this link</a>		
	Fire	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Failure to maintain 2 metre distance resulting in contracting COVID 19.  Burning by heat, flames and explosion.  Smoke inhalation causing burning to the lungs and triggering conditions such as asthma.  Suffocation or respiratory difficulties.  Injury from falling or collapsing structure.  Poisoning by inhalation of toxic gases and other combustion products.	Medium	Review Fire risk assessment.  Arrangements for evacuation reviewed and updated, separate muster points for critical worker and Y10/Y12 provisions, guidelines issues to staff.  Visitor guidelines updated, see non-employees visitor section for more details	Low	<a href="#">In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</a>
	Asbestos	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Asbestos related lung disorders	Medium	As per asbestos management plan	Low	
	Legionella	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Legionnaires disease	Medium	As per legionella management plan	Low	
	Cleaning	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)	High	- New areas to be used in school to be thoroughly cleaned prior to wider re-opening. Cleaners to wear PPE (masks/aprons/gloves) to be available if required. - Rooms/equipment cleaned as part usual cleaning rota at start/end of the day. - All classroom desks and chairs removed and replaced each day. - Enhanced cleaning of communal areas throughout day including taps, toilets, sinks, door handles/ plates/barristers/rails, etc. - Student and staff toilets cleaned more regularly. Toilet attendants/supervision in place outside student toilets (crypt and science) - Cleaning products provided in toilets if staff wish to clean surfaces prior to and after use - Computers cleaned regularly/ at the end of each day. - Cleaners/site team to be provided with clear cleaning instructions and sign when areas have been cleaned	Medium/Low	
	Medical/First Aid Provision, including if someone becomes unwell	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)	High	- Designated trained members of staff to provide first aid for non corona related issues in medical room. Full PPE to be worn and be removed/ disposed of and replaced when dealing with different students. Training/posters provided for use of PPE - Students displaying symptoms of covid19 to self isolate immediately in designated (PE1) room and sent home. If needed, they should use separate/designated sixth form toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. - First aiders to be referred to attached HSE first aid guidance for dealing with emergency situations <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a> - Thermometers purchased so temperature can be taken by student - If a staff member/student does display symptoms we may decide to isolate the bubble/pod earlier than the national guidance would indicate prior to the outcome of the test result being known	Medium	
	Catering	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)	High	- No onsite catering to be provided. Students and staff to bring own food and drink, to be disposed/removed at end of each day. Not to be shared with any other person.	Low	
	Deliveries and Waste Collection	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)	High	- Classroom and communal waste disposed of in pedal/idded bins. - Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.  if the individual tests negative, this can be put in with the normal waste if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.  - Usual waste collections to continue as normal, minimal contact from contractors	Low	
	Transportation site parking arrangements	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers  Children, Visitors and Contractors	Inhalation of contaminated droplets  Touching contaminated surfaces (then touching mouth/nose etc)	High	- No school transport to be provided as per gov guidelines to minimise students using public transport due to social distancing issues. - Staff/sixth formers to park on site as usual, enter and exit school via main entrance. - Parents/carers advised when dropping and collecting students at designated times to remain in cars, students to enter/leave school on staggered basis/observing social distancing. Site staff to manage at drop off and collection times - Sixth form cars, see above - Separate dedicated area for student bikes to be stored for Y10/Y12 and critical worker provision, managed by site team	Low	

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented)	Risk Action Update / Comments
Communicating your plans	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Parents	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/hose etc)	High	Refer to non-employee worksheet for school specific controls  Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.  Inform parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)  Advise parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)  Engage parents in education resources such as e-bug and PHE schools resources where possible.  Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers.  <u>Re-opening of Secondary Schools from 15.06.2020.</u> Advise pupils and parents to minimise use of public transport where possible.	Low	
	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Children	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/hose etc)	High	Refer to non-employee worksheet for school specific controls  Engage children in education resources such as e-bug and PHE schools resources. Posters and lesson plans on general hand hygiene can be found on the ebug website.  <u>Re-opening of Secondary Schools from 15.06.2020.</u> Advise pupils and parents to minimise use of public transport where possible. Advise pupils on reducing social mixing outside of school.	Medium/Low	<a href="#">e-Bug</a>
	Failure to communicate the schools plans resulting in transmission of COVID 19 infection	Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/hose etc)	High	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful.  Refer to employee worksheet for school specific controls	Low	
		Contractors and Visitors	Inhalation of contaminated droplets Touching contaminated surfaces (then touching mouth/hose etc)	High	Refer to non-employees worksheet for school specific controls .  Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers  Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.  Encouraging visits via remote connection/working where this is an option.  Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.  Limiting the number of visitors at any one time.  Limiting visitor times to a specific time window and restricting access to required visitors only.  Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.  Maintaining a record of all visitors, if this is practical.  Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in reception.  Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.  Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.  Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.  Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Low	

Who could be harmed	How could people be harmed	Risk High. Medium.	Control Measures	Risk (after control)	Risk Action Update / Comments
Employees - Teaching Staff, Catering Staff, Caretakers, Cleaners, Site Maintenance, Agency Staff, Peripatetic teachers	Skin irritation	Low	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin Use in accordance with the manufacturers instructions	Low	
Children	Skin irritation Respiratory sensitisation Ingestion causing irritation and intoxication Irritation to the eyes	Medium	Only use under supervision Assist children in application of hand sanitiser Safe storage and safe location of hand sanitiser	Low	
Visitors	Skin irritation Respiratory sensitisation	Medium	Information and instruction		
Building Users	Fire through incorrect storage of flammable substances	Low	Keep away from ignition sources, naked flames Store away from heat sources Only store minimum quantities	Low	<a href="#">Advice on storage of flammable substances here</a>

Risk Title	Hazard	Who could be harmed	How could people be harmed	Risk High, Medium, Low	Control Measures	Risk (after control measures implemented) High, Medium, Low	Risk Action Update / Comments
Bleach	Irritation to the skin and eyes. Inhalation causing irritation to the nose, throat and lungs causing coughing. Ingestion causing severe irritation to the mouth and throat, stomach pains and possible ulceration.	Employees - Caretakers, Cleaners, Site Maintenance, Teaching and Support staff.	Eye Contact: Immediate irritation and severe pain. Skin Contact: Irritation, reddening of the skin. Prolonged contact may result in dermatitis. Sensitisation may also occur. Inhalation: Chlorine vapour irritates nose, throat and lungs causing coughing. Ingestion: Severe irritation to mouth and throat stomach pains and possible ulceration	Medium	Don't use if skin problems e.g. dermatitis, psoriasis, sore broken skin. Use in accordance with the manufacturers instructions and application sheet. Follow the correct chemical contact time and dilution ratios. Only use in well ventilated areas. Wear gloves and eye protection in accordance with manufacturers instructions Ensure the cap to products is secure before storing. Store chemicals securely when not in use. Ensure residues are removed to prevent damage to pupil clothing and school furnishings.	Low	<a href="#">COSHH and cleaners - key messages</a>
	Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration. Irritation to the eyes and skin	Children and Young People	Irritation to the eyes and skin. Respiratory sensitisation. Ingestion causing severe irritation to the mouth and throat stomach pains and possible ulceration.	Medium	Do not use cleaning chemicals when children are present, remove children from the area before cleaning. Ensure surfaces are dry before allowing pupils to enter rooms where bleach has been used to disinfect surfaces. Do not allow children access to cleaning chemicals and store chemicals securely when not in use.	Low	