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| *Bolton Council Mono RGB 300dpi for templates* | **St Joseph’s RC High School**  **COVID 19 Schools Guidance Based Risk Assessment Version 3.6.20** |  |

**\*If new Government or Public Health England guidance, information or advice comes out this document must be amended as appropriate.** Items in blue will be included in the Safety Measures Opening Letter. All parents and carers will be asked to share this with students and the content will be shared at the start of the first day in school.

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| **Task/Activity:** St Joseph’s RC High School to reopen to Y10 and increase numbers of students on site during the Coronavirus (Covid-19) outbreak. | **Date assessment completed:**  May 2020 | **Review Date:**  On-going/on a weekly basis |
| **Brief Details of Task/Activity:** Year 10 to return to school one day a week as part of a phased return | Assessment completed by: T. McCabe and SLT | **Signature:** |

| **1. What are the hazards?**  e.g. slip/trip hazards, electricity, manual handling, work equipment | 2.Who might be harmed and how?e.g. staff, service users, visitors etc... and likely injury e.g. bruises, muscle strain, fracture, poisoning etc | **3.What are you already doing to control the hazard?** | **4.What further action or additional controls are required**  (if necessary) | **5.Risk rating**  after controls | **6.Action by who** | **7.Action by when** | **8.Date comp-leted** |
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| **School reopening without due consideration and procedures put in place** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | **Many of the controls measures in this section are identified again/expanded upon in the other sections below.**   * One-way systems, floor markings – as per Government guidance to indicate space with clear instructions sent out to parents/staff and students.(Outside front door and fire drill places too)(This will be communicated by the opening letter, staff training session 12.6.19 and a video briefing for students) * SLT/site team will work together to identify how to reduce congregation of students and identify possible pinch points on the site – e.g. narrow corridors made one way with alternative exits used too. * Non essential activity e.g. PE, canteen provision, option subjects that involve mixing groups of students will be removed from the timetable. * Identify and put in place enhanced cleaning regimes across site. Work with site team as needed to identify areas which need additional cleaning. All public areas will have cleaner working through the day sanitising high use areas. Toilets/door handles/staff desks etc. * HT to ensure updates are communicated to staff, the school website is updated, and relevant information is communicated to parents/carers. * Visitors will be reduced to essential persons only, soft furnishings removed from reception and sneeze screens in place around receptionist. * HT/duty manager will approve all visitors to site. * Staff, governors, contractors, visitors, etc. are instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines. * Parents/Carers are instructed ‘Opening Letter – fine details (OL)’ to monitor their child’s health and should not send their child to school if they or another member of their household is displaying Coronavirus symptoms. * Letter prepared to send home with a child who has broken COVID rules/been mixing with someone with a positive test. | Head Teacher (HT) /SLT to confirm actions have been taken and the school prepared for this phase.  SLT and Governors to review the risk assessment, risk register and associated documents regularly  Signage will be placed to show the one way system. | D | KW/Site  KW/Site  HH  KW  TMcC  SLT  TMcC via OL  TMcC via OL  NYR | 5th June  21.5.20  3.6.20  Ongoing but Opening letter sent by 5.6.20  Daily | **21.5.20** |
| **Building compliance checks not completed or the school site is not sufficiently clean to prior to opening** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection/ legal, financial and  reputational risk – not ensuring the building is safe for use | * Business Manager/Site Manager to confirm that compliance and building checks are up to date and recorded and any issues acted upon. * BM liaise with FM provider or Asset Management for advice as needed. * HT/SLT to decide if any area/s of the school need a more intensive clean prior to opening or seek advice from DoE or other authoritative body if needed. | Ensure documents demonstrating compliance checks are in place. | E | PMcC/KW  KW  KW/TMcC | 3.6.20  Ongoing  3.6.20 |  |
| **Poor communication with staff parents/governors/visitors** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * This RA and controls will be discussed with staff. KW/TMcC will inform staff/students that those with NHS certificates must shield. Spreadsheet of expiry dates monitored by KW. * Arrangements will be made for those who are clinically vulnerable to either work at home or in an isolated area of school. * Relevant parts of this RA will be communicated with parents/governors/ visitors and other relevant persons through School opening letter/first day student housekeeping briefing and this RA will be made available on our website in the interest of transparency. | Establish appropriate communication strategy for both staff, students and parents/others | D | TMcC OL  TMcCVia OL | 6.6.20  6.6.20 |  |
| **Cleaning regime not sufficient for needs/numbers on site** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | HT/BM/site team to work together and identify the type of cleaning regime in place and what enhanced cleaning regime is needed as school reopens or increases numbers by considering:   * Areas opened for use highlighted on timetable * All staff told that if they use other areas with students arrangements to sanitise these areas must be made via KW. * High-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells to be identified by KW/PMCC/MB * Bodily fluids e.g. cleaning of toilets must be done with disposable protective clothing and Visor to limit risk of infection through splashing. * Welfare cleaner to clean staff desks and high frequency areas throughout day and maintain record in each area. * Office space reviewed to ensure that where possible phones/desks have single users. Multi user phones/keyboards must be cleaned between use. * Where IT equipment/telephones are used by multiple users they can be cleaned by user prior and after use with antibac spray available in every room. * Soft furnishings/difficult to clean items to be removed from rooms on schedule. * BM to communicate cleaning regime with others. * Surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including items which are visibly contaminated with body fluids. * HT/SLT/staff to check areas to ensure they have been cleaned appropriately, raising concerns directly with KW * Staff and pupils are encouraged to use E-bug resources on <https://campaignresources.phe.gov.uk/schools> - an interactive site on how to stop germs spreading. * BM to confirm that waste bins will be emptied more regularly/2 times per day in rooms on schedule. * BM to ensure that, where assessed as needed school to follow PHE/Gov guidance on the use of PPE to protect against coronavirus. * BM to consider if the current disposal of any used PPE or cleaning products is adequate. * BAME staff to be offered option of risk assessment based on BAMEed model. | Keep cleaning regime under review daily.  Be vigilant for areas of school used that are not on the cleaning schedule.  Welfare staff to be alerted so that areas with multiusers can be added to cleaning schedule.  School to seek advice from cleaning team/LA or DoE as needed regarding cleaning of the premises.    Soft furnishing and non-essential equipment will be stored in the old drama T building  PPE training will be provided for cleaning staff/medical staff via Coles.  A stock take of cleaning products will be carried to ensure that levels are sufficient | D | KW and TMcC to check  TMcC OL  KW  KW  KW  KW  KW  TAs/JMo    KW  KW  KW/SLT  NYR  KW  KW  KW  KW | 3.6.20  Daily  Daily  Daily  Daily  Daily  3.6.20  3.6.20  Daily  Daily  8.6.20  3.6.20  3.6.20  3.6.20  3.6.20 |  |
| **Lack of cleaning products on site** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * BM to establish what cleaning products are needed and ensure there is a continued sufficient supply on site: consider plan B in case products are hard to source. * Reminder to staff and others that soap and water are the best products to use to maintain clean hands. | Ensure that stocks are monitored and that more are ordered before they run out. Assume high volumes of sanitising spray will be used.  Plan B to obtain cleaning products via Coles. | C | KW | 21.5.20 | **21.5.20** |
| **Vulnerable persons brought back on site – school not following guidelines** | All persons/vulnerable persons  Possible/increase- ed risk of infection, legal, financial and reputation risk for not following Government guidelines | * HT with support from HoY/HH/KW will decide which staff and students should or should not return to school due to medical conditions as per government guidelines. * Clear guidelines to be included in final ‘Opening letter’ * Support from HR, GPs or OH as needed. | Ensure parents/carers understand risk and monitor the situation daily with Past staff calling home if concerned.  Continue to proactively check on any unexplained absences; eg if parents do not phone school | C | HoY/NYR  TMcC via OL | 3.6.20  5.6.20 |  |
| **Too many staff / students/ others on site to be able to maintain social distancing** | All persons on site  Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines | * Government/Public Health and DfE guidelines to be followed with maximum 15 students per room where 2m social distancing can be maintained. * Excess chairs to be removed from classrooms on schedule. * Staff to be on duty to supervised controlled breaktimes * School to finish at 1pm to avoid crowded lunchtime provision * In a closed space the teacher is free to wear a face covering if they choose to * Students may wear face coverings if they choose to but parents will be asked to see government advice. If a student keeps touching their mask – teachers may advise they remove it. * Allocate break time and locations for the keyworker rooms so that they do not interact with the Y10s and moved their lunch time to 12.15 - 1.00 so that if SLT are still supervising lunch we can do this and then dismiss Y10s from 1.00pm. The keyworker students will be back in their room by the dismissal time to avoid crossover. SLT and duty staff will be supervising different groups at different times and this may increase the chance of infection but this will be reduced by the fact that breaks will be outside and an insistence of social distancing. | Monitored daily.  Student desks will be named. | D | SLT  TAs/JMo  HH  MSi | Design by 20.5.20 and daily  1.6.20  3.6.20  3.6.20 |  |
| **Persons congregating at the start and end of the day** | All persons/vulnerable persons  Possible/increased risk of infection | * Quarter of Y10 (45 students) and up to 15 key worker/vulnerable children will be in school each day. Each quarter will be a ‘**bubble’** * As soon as students/staff arrive – they are to go to their seat for the day. This will be in their **safety cocoon**. (The group of children they will be taught with)There will be no more than 4 safety cocoons in each bubble. * Decide if staggering needed. classes to be released in a staggered fashion to awaiting buses with staff to ensure that no one stops in confined area. * Hall and outside canopies to be used in case of no bus and inclement weather. * Arrival and departure routines to be communicated with parents and others via ‘opening letter’ to build trust, highlight expectations and responsibilities**.** | 2m markers on the school drive | C | TMcC via OL | 5.6.20 |  |
| **Lack of/poor social distancing (including specific areas)** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people  with underlying health conditions    Possible/increase- ed risk of infection | * HT/SLT to determine which staff/pupils/rooms to be used each day * Rooms and areas other than those on the schedule can only be used with prior permission of SLT and cleaners to be informed. * SLT to decide which lessons can resume safely and HoDs/subject staff develop lesson plans to compliment home working. * Stagger breaks, as needed and communicate this to others. * Main congregation areas to be labelled with 2m markers. Staff scheduled to monitor these areas at break out times. * Staff on toilet duty to only allow four to use the facilities at any one time. * First aid room to operate a wait until permission to enter rule. * Reception to have sneeze screen. * Parents/carers asked to phone rather than call in cold. * Signs to be placed on picnic tables – only two people at opposite corners. * Picnic tables/benches to be cleaned after break times. * Staff and students are not to gather in large groups * Students will remain in their same groups, e.g. learning groups during the day * If a PC room is used, it must be sanitised after use. * Staff and pupils/all persons are to walk in single file on the left-hand side of the corridors using markings/signage/barriers as a guide. This will be communicated in ‘Opening letter’ * Only one person to enter reception at any one time. Signs to indicate. * Dining hall/sports hall to be used only as an emergency * Minibus only to be used in emergencies and if social distancing can be maintained. It must be sanitised after use. * Teaching to be done “from the front” in the 2m teacher zone using powerpoint/whiteboard | Adjust behaviour policy to outline unacceptable behaviours – e.g refusal to follow social distancing/coughing/sneezing over someone so that offenders do not pose a risk to others.  Updated behaviour policy to be shared with interested parties via opening letter.  No large staff meetings – consider virtual alternatives.  Cleaning schedule to reflect COVID-19 cleaning of minibus  To be undertaken by Peter Hawkrigg | C | Communicated by TMcC 5.6.20  And daily  NYR – behaviour policy  KW  HH to schedule  KW  TMcC via OL | 5.6.20  22.5.20  3.6.20  5.6.20 |  |
| **Lack of support for SEND children or those with other needs** | SEND/ pupils with additional needs | * SENCO to identify those who might need support and ensure personal RA are developed and communicated - this should include emergency procedures and evacuation plan as needed. | Update PEEPs to reflect any changes | D | RH | 5.6.20 MSi to check |  |
| **Members of staff calls in sick/self isolating** | ALL | * Cover Manager provides daily early updates to HT/HH on staff absence to aid planning * Surplus staff scheduled as backup. Other staff on call to avoid unnecessary staff being in school. * Testing to be requested with next steps dependent on result of test * SLT to have ‘deputies’ who would oversee their roles in case of them being incapacitated. |  | E |  |  |  |
| **Support given to staff to ensure their wellbeing also**  **dealing with conflict/concerned parents** | Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety for verbal conflict | * KW to identify which staff who fall into vulnerable groups and offer support as per Government guidelines * KW to provide access to school Occupational Health provider if required. * Ensure Bolton Councils Wellbeing guidance/own OH providers Wellbeing guidance is followed. * HT/SLT to undertake virtual/email briefings with all staff to address other concerns they might have – staff encouraged to input how this phase can be managed. * Additional support given by HT/SLT to all staff where required to ensure their wellbeing is managed/concerns addressed. * School to maintain communication with parents by email/facebook/video links * Zero tolerance policy on violence and aggression towards staff – this will be re-iterated where required. * Parents/carers/visitors can speak with staff via telephone, zoom appointment only. Where face to face meetings are unavoidable, they will be held in the hall/large space to ensure 2m / social distancing can be maintained. | Regular communication of wellbeing/mental health information and open-door policy for those who need additional support.  Virtual training day 5.6.20  Current working arrangements/procedures to be reviewed initially on a weekly basis. | D | KW and JMo/NYR  KW/MSi  TMcC/SLT  MSi/NYR  SLT  SLT  NYR/TMcC  TMcC | 5.6.20  Daily |  |
| **Poor hygiene** |  | * School to follow relevant guidance relating to hygiene – Gov/PHE/NHS. * Staff and students reminded about good hygiene principles by teachers and in Opening letter. * Students reminded to wash hands throughout the day verbally by teaching staff. * Mobile phones will not be confiscated from students but offenders parents carers will be invited in to remove item. Letter prepared. * The class teacher will maintain hygiene supplies in his or her room. Main supplies accessed by KW/MaB * Handwash posters displayed by sinks. * Antibacterial wipes/disposable kitchen roll/antibac spray are available for wiping in every room. * Where identified in a RA - the correct PPE will be provided. * Ensure used PPE is disposed of in accordance with Government guidelines. * School to follow Government guidance on the use and disposal of PPE to protect against coronavirus. * Windows to be open in rooms to allow for ventilation. | Initial briefing session taught to students at the start of the first day. | C | TMcC via OL  AMcD  KW?MaBo  PMC/KWKW  KW  KW to communicate | 6.6.20  3.6.20  5.6.20  5.6.20  5.6.20 |  |
| **Poor visitor management** | Staff/visitors  Possible/increased risk of infection | * All visitors to be approved by SLT only * All visitors met behind sneeze screen, advised to wash hands and procedures for social distancing communicated. | Signs up in reception  Share RA with visitors via notice in reception | D | KW  TMcC via OL | 20.5.20 | **20.5.20** |
| **Staff/Pupils displaying symptoms of coronavirus during school hours** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | The HT and/or SLT will be notified immediately.  Staff or pupils displaying symptoms of Coronavirus will be sent home.   * Parents/Carers will be contacted to arrange for their child to be collected – * **If a child is awaiting collection, they will be moved to the meeting room on the main corridor where they can be isolated behind a closed door with appropriate adult supervision and a window will be opened for ventilation. If this is not possible the hall will be used positioning sick children near the fire exists. If the pupil needs the toilet whilst waiting to be collected, they should use the accessible toilet and the area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Appropriate PPE will be worn if the child needs direct/personal care.** * **Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.** * **The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately.** * School will develop a suspected coronavirus letter to be sent home with each child and parents/carers are asked to monitor the health of their child and continue to follow Government/NHS guidelines and advice from their GP. | Constant reminders to parents/carers/staff and vigilance from all staff every day.  A child waiting for collection will wait in the meeting room on the main corridor with windows open. They should have sole use of the accessible toilet. A ‘do not enter sign’ will be placed on the door of both rooms.  Training on PPE for those expected to use it from Coles. | **B** | TMcC to communicate via OL  MSi | 5.6.20 |  |
| **Coronavirus spreading/being transmitted in school** | Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection | * Government advice will be followed with regards to cleaning the area where a suspected case has been verified. * The schools cleaning regime for suspected cases is to close the area. Sanitise using disposable materials and ensure that welfare staff are equipped with disposable aprons, face mask and face visor. * Cleaning items will be removed from site by being double bagged and placed in identified bin. * All those in contact with the affected area to wash hands thoroughly after removing PPE. * Staff and parents/carers will be told about a confirmed case by HT or deputising SLT and a decision will be made on school closure based on advice given from PHE. * Each student to be given pack of resources – student only needs to bring calculator into school. | Site team/caretaker to ensure there is a continued supply of hand washing equipment/to ensure supplies are monitored.  Site team/caretaker to ensure supply of PPE is available/to monitor supplies.  Constant vigilance and zero tolerance towards chewing gum to prevent it being placed somewhere and spreading infection.  Apple cores to be disposed of in outside bins. | **B** | KW 5.6.20 |  |  |
| **Unable to prepare/service school meals and snacks** | All pupils on site | * Initially students/staff will be asked to bring in own snacks. * Packaged snacks may be provided at a later date but must be using ParentPay to avoid cross infection through cash. * Staff microwaves/kitchen area must be sanitised before each use. | Monitor and plan for ParentPay package for snacks if safe to do so. | E | MaBo  KW |  |  |
| **Inadequate first aid and fire warden provision/illness of key roles e.g. HT (including for those with additional requirements)** | School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP | * At least one first aider scheduled per day * See first aid room protocol as described above. * At least one member of the site team/SLT with fire alarm training to be scheduled per day. * Fire drill area as usual but students to stand in teaching groups and to be marked in by teacher scheduled to teach them (or has just taught them in the case of breakout time for a particular group) * Two register documents will be completed each morning. One must be with the supervising teacher at all times and the other must be sent to office every morning. * In the event of a fire evacuation the supervising teacher will check students in on the yard. Students will stand on 2m markers on the fire drill pitch. * Two members of admin team allocated to mark non teachers in, and the other teachers using InVentry attendance record. * Consideration given to students who may need medication and how this will be provided * Advice/guidance/training obtained from the Health, Safety and Wellbeing Team (if LA school/purchased an SLA) with regards to managing fire safety. * New PEEPS to be completed as needed and communicated with nominated person/buddy. * All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy. * SLT contingency plan set so that key roles are deputised. | Regular reminders to students in the absence of a fire drill. | D | HH  HH  MSito coordinate  TMcC to communicate in OL  MSi  MSi  MSi  KW/HoY  KW  TMcC | 3.6.20  5.6.20 |  |

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| **CATEGORIES OF LIKELIHOOD** | |
| **Highly Likely** | Expected to happen/reoccur, possibly frequently. |
| **Possible** | Might happen/reoccur at some time depends on circumstances. |
| **Unlikely** | Not expected to happen/reoccur but possible in certain circumstances. |
| **Very Unlikely** | Would only occur in very exceptional circumstances. |

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| **CATEGORIES OF CONSEQUENCE SEVERITY** | |
| **Catastrophic** | Incident could result in one or more fatalities. |
| **Major** | Major injury resulting in incapacity, hospitalisation >24 hours. |
| **Significant** | Injury requires attention of a Doctor or Hospital treatment or hospitalisation <24 hours. |
| **Minor** | Small cut, bruise, abrasion, basic first aid treatment provided. |
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| **Negligible** | Some discomfort, self-help. No treatment required. |

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| **RISK CLASSIFICATIONS** | |
| **A** | **Unacceptable risk,** requires immediate attention. Work should not be started or continued until the level of risk has been reduced. |
| **B** | **High risk,** requires immediate attention. Control measures must be identified and put into place as soon as possible. |
| **C** | **Medium risk,** requires attention as soon as possible. The risk should be only be tolerated in the short term and only when further control measures are being planned and introduced, Timescales must be short. |
| **D** | **Low risks,** confirm that there are no low/no cost solutions which may eliminate/ reduce the risk further. |
| **E** | **Trivial risk,** no further action required but review at regular intervals to ensure controls remain effective. |

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| **RISK RATING** | | | | |
|  | **Highly Likely** | **Possible** | **Unlikely** | **Very Unlikely** |
| **Catastrophic** | **A** | **A** | **B** | **E** |
| **Major** | **A** | **B** | **C** | **E** |
| **Significant** | **B** | **C** | **D** | **E** |
| **Minor** | **C** | **D** | **E** | **E** |
| **Negligible** | **E** | **E** | **E** | **E** |