|  |  |  |
| --- | --- | --- |
| *Bolton Council Mono RGB 300dpi for templates* | **St Joseph’s RC High School** **COVID 19 Schools Guidance Based Risk Assessment Version 13.7.20** |  |

**\*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 September 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.

|  |  |  |
| --- | --- | --- |
| **Task/Activity:** St Joseph’s RC High School to reopen to Y7-11 and increase numbers of students on site during the Coronavirus (Covid-19) outbreak following recent government guidance about wider school opening. | **Date assessment completed:** July 2020  | **Review Date:** On-going/on a weekly basis |
| **Brief Details of Task/Activity:** Year 7-11 to return to school five days a week. | 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**  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School reopening without due consideration and procedures put in place**  | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith 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 17.7.20 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.
* Breaktime, Lunchtime arrangements and end of day dismissal will be staggered to allow for a controlled situation without the need for tight queues.
* 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 and by prior arrangement,
* Sneeze screens in place around receptionist and student support desk.
* SLT 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 ‘September 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.
* Parents/carers to be instructed to engage in test, track and trace system and to inform HT if any member of their household are tested positive.
* 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 regularlySignage will be placed to show the one way/keep left/ system. Form tutors/past team to check that child or adult returning to school does not have any COVID symptoms. | D | KW/SiteKW/SiteHHKWTMcCSLTTMcC via OLTMcC via OLNYR | 1.9.201.9.20Ongoing but Opening letter sent by 15.7.20 with a reminder WB 1.9.20Daily |  |
| **Building compliance checks not completed or the school site is not sufficiently clean to prior to opening**  | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith 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 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.New building doors/desks to be added to cleaning schedule – staff to sanitise 1-1 desks before meetings between use.  | E | PMcC/KWKWKW/TMcC | 17.7.20Ongoing17.7.20 |  |
| **Poor communication with staff parents/governors/visitors**  | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith 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 who are isolating must alert KW/MSi Spreadsheet of expiry dates will be monitored by KW/MSi. If a negative test returns School must be informed.
* 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 OLTMcCVia OL | 17.7.2017.7.20 |  |
| **Cleaning regime not sufficient for needs/numbers on site**  | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith 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:* All areas of school will be opened for use and need to be covered on the cleaning schedule.
* All staff told that if an area is soiled with bodily fluids arrangements to sanitise these areas must be made via KW immediately and full PPE must be worn by welfare staff.
* High-contact areas, e.g. toilets, door handles, light switches, telephones, grab-rails in corridors and stairwells to be cleaned throughout the day.
* 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 or sanitised before use. 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.
* Unnecessary furnishings/difficult to clean items to be removed from rooms to ease social distancing.
* 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 students 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 in high use areas.
* 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. Non-essential furnishings will be stored in the old drama T building where more space is needed.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 checkTMcC OLKWKWKWKWKWTAs/JMo KWKWKW/SLTNYRKWKWKWKW | 17.7.20DailyDailyDailyDailyDailyDaily1.9.201.9.20Daily8.6.203.6.203.6.203.6.203.6.20 |  |
| **Lack of cleaning products on site**  | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith 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 including sanitiser spray/towels/wipes/antibac gel: 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/antibac gel made available on entry to every classroom.
 | Ensure that stocks are monitored and that more are ordered before they run out. Assume high volumes of sanitising spray/anti bac gel will be used. Plan B to obtain cleaning products via Coles.  | C | KW | 21.5.20Whole school stocks to be in place by 30.7.20 | **21.5.20** |
| **Vulnerable persons brought back on site – school not following guidelines**  | All persons/vulnerable personsPossible/increase- ed risk of infection, legal, financial and reputation risk for not following Government guidelines for social distancing. | * Clear guidelines to be included in final ‘September 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/NYRTMcC via OL | 17.7.2015.7.20 |  |
| **Too many staff / students/ others in one area 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 | * Avoid large group gatherings – e.g. assemblies will be streamed to form rooms.
* Government/Public Health and DfE guidelines to be followed with maximum of one class of students per room. Where possible students should be in rows and not face to face, with as much distance between students as the space will allow.
* Excess furnature to be removed from classrooms.
* Staff to be on duty to supervised controlled breaktimes
* School to have a year group staggered finish with each year group being embarking buses and sitting together. Face masks to be worn on public transport.
* Except for close care or cleaning face masks will be removed prior to entering the building. Opening letter will outline the procedure to avoid touching the face. Students instructed to dispose/bring small plastic bag to store mask.
* Allocate break time and locations and serveries for each year group so that they do not interact with each other.
* Different serveries available for year groups with ‘Year group sittings’ in operation.
* 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. | D | SLTTAs/JMoHHMSi | Design by 17.7.20 and daily checksDaily |  |
| **Persons congregating at the start and end of the day** | All persons/vulnerable personsPossible/increased risk of infection | * Students to enter school, wash hands in their designated toilets and go straight to their designated yard.
* Classes to be released in a staggered fashion to awaiting buses with staff to ensure that no one stops in confined area.
* Y7 to sit at back of lower deck of buses, Y8 top back, Year 9 middle bith decks, Year 10 front top, Year 11 front lower.
* 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 and on Yard.1m fire drill markers .  | C | TMcC via OL | 17.7.20 |  |
| **Lack of/poor social distancing (including specific areas)** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students and Groups, e.g. pregnant workers/peoplewith underlying health conditions Possible/increase- ed risk of infection | * One way system to be put in PE. Enter via the changing rooms and leave via the hall fire exits.
* Stagger breaks, as needed and communicate this to others.
* Main congregation areas to be labelled with social distance/one way/keep left markers. Staff scheduled to monitor these areas at break out times.
* Staff on toilet duty to avoid overcrowding of these 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.
* Social distance reminder signs to be placed on picnic tables.
* Picnic tables/benches to be cleaned after break times.
* Staff and students are not to gather in large groups
* Students will remain in their year group throughout the day and face masks worn on buses.
* PCs desks/sanitised between users
* Staff and students/all persons are to walk in single file on the left-hand side of the corridors using markings/signage as a guide. This will be communicated in ‘Opening letter’
* Minibus must be ventilated and if possible passengers to sit distanced from each other. 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/year group meetings – consider virtual alternatives. Cleaning schedule to reflect COVID-19 cleaning of minibus to be undertaken by Peter Hawkrigg | C | Communicated by TMcC 15.7.20And dailyNYR – behaviour policyKWHH to scheduleKWTMcC via OL | 5.6.2015.7.203.6.205.6.20 |  |
| **Lack of support for SEND children or those with other needs** | SEND/ students 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 | 15.7.20 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
* 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 Council’s Wellbeing guidance/own OH providers Wellbeing guidance is followed.
* HT/SLT to undertake zoom/virtual/email briefings with staff.
* 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 should speak with staff via telephone, zoom appointment if possible. Where face to face meetings are unavoidable, they will be held in the large spaces/outdoors 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 17.7.20Current working arrangements/procedures to be reviewed initially on a weekly basis.  | D | KW and JMo/NYRKW/MSiTMcC/SLTMSi/NYRSLTSLTNYR/TMcCTMcC | 5.6.20Daily |  |
| **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 may be confiscated from students and placed in a plastic bag and offenders parents carers may 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/Assemblies streamed to classrooms.Any one to one meeting to be given antibac gel on arrival to school.  | C | TMcC via OLAMcDKW?MaBoPMC/KWKWKWKW to communicate  | 6.6.203.6.205.6.205.6.205.6.20 |  |
| **Poor visitor management** | Staff/visitorsPossible/increased risk of infection | * All visitors to be approved by SLT
* All visitors met behind sneeze screen, advised to wash hands and procedures for social distancing communicated.
* Visitor lanyards to be quarantined after use.
 | Signs up in reception – Signs to be placed in the new reception too. Share RA with visitors via notice in reception/laminated instructions for supply staff etc.  | D | KWTMcC via OL | 20.5.20 | **20.5.20** |
| **Staff/Students displaying symptoms of coronavirus during school hours** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students 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 students 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 student 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 students who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.**
* **The area/items that staff and students 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 undergo testing/monitor the health of their child/alert school of any outcome immediatley 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 OLMSi | 5.6.2015.7.20 |  |
| **Coronavirus spreading/being transmitted in school** | Staff, Students, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Students 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.
 | 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 |  |  |
| **Infection spread through prepare/service school meals and snacks** | All students on site | * Hutchinson’s to provide their own specialist food hygiene COVID19 risk assessment.
* Staggered Break and lunchtimes times with zoned areas and toilets for year groups.
* Three different serveries for social distancing where possible keeping designated year groups in one area at once.
* Food to be covered/wrapped while on display.
* Plated food to be pre ordered on parent pay where possible.
* Staff microwaves/kitchen area must be sanitised before each use – Staff member utilising facility is responsible.
 | Monitor and plan for ParentPay package for grab bag meals if needed. | E | KW | 7.9.20 |  |
| **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/students 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 with 1m blobs to stand on. Students must strictly face the front.
* In the event of a fire evacuation the form teacher will check students in on the yard. Students will stand on 1m 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 and drill in week 1.  | D | HHHHMSito coordinate TMcC to communicate in OLMSiMSiMSiKW/HoYKWTMcC | 3.6.207.9.20 |  |

|  |
| --- |
| **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. |

|  |
| --- |
| **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. |
|  |  |
| **Negligible** | Some discomfort, self-help. No treatment required. |

|  |
| --- |
| **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. |

|  |
| --- |
| **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** |