

COVID-19 Risk Assessment - Staff & Students in School

St Angela's Ursuline School - July 2020

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

The following risk assessment is based on the full opening of St Angela's Ursuline School in September 2020 with the following amendments to the working practices of the school:

- Year group bubbles for all year groups who remain within their bubbled classrooms for learning throughout the working week.
- Amended times of the day for individual year groups to allow the school to have socially spaced break and lunchtimes.
- Office spacing & classroom reorganisation for staff that ensures a 2m spacing
- PPE for staff who wish to use it for any reason.
- Enhanced cleaning routines by students in specialist subjects to allow KS4 & 5 students to continue using specialist areas and continue their GCSE & A-Level study

Any school closure, either enforced by local demand or by necessity due to staffing levels will trigger an immediate return to off-site distance learning for all students.

Details				Risk reduction details to achieve As Low As Reasonably Practicable				
ID	Hazard Identification	People at Risk	Potential Risk	Control Measures Required	Severity	Likelihood	Risk Rating	Action taken
A	Contracting Coronavirus within the school	<ul style="list-style-type: none"> • Teaching Staff 	<ul style="list-style-type: none"> • Student proximity • Regularly used surfaces boards and computers • Proximity to other adults • Toilet facilities 	<ul style="list-style-type: none"> • Distanced classrooms - removal of all non-essential furniture to ensure that students are 2m from staff during lessons • All non-full classes to be seated from the back of the room • Year group bubbles to ensure that student movement is minimised overriding setting where appropriate. • Staff cleaning kits to ensure to minimising risk within classrooms (computers, boards, surfaces) • Enhanced toilet cleaning facilities - cleaning regularly throughout the day. • PPE for high risk staff available • https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 	Moderate	Low		<ul style="list-style-type: none"> • Room arrangements in place (site staff) • Staffing procedures for T&L produced • Student allocation to bubbles • Purchase of cleaning kits • Toilet allocations and cleaning staff routines.
B	Contracting Coronavirus within the school	<ul style="list-style-type: none"> • Support Staff 	<ul style="list-style-type: none"> • Student proximity • Regularly used surfaces boards and computers • Proximity to other adults • Toilet facilities 	<ul style="list-style-type: none"> • Distanced classrooms - no support staff member may enter a classroom where this will breach the 2m distancing rule • Distanced offices/workspaces - support staff to undertake flexi location work to ensure that 2m social distancing remains intact. • Staff cleaning kits to ensure minimising risk within office/workspaces. • Enhanced toilet cleaning facilities - cleaning regularly throughout the day. 	Moderate	Low		<ul style="list-style-type: none"> • Support staff workday rotas where necessary • Purchase of cleaning kits • Toilet allocations and cleaning staff routines.
C	Break & Lunchtime provision that minimises the risk of COVID 19 transmission	<ul style="list-style-type: none"> • Students 	<ul style="list-style-type: none"> • Year group student proximity • Proximity to duty staff 	<ul style="list-style-type: none"> • Staggered lunch times to provide dedicated spaces for year group bubbles • Refectory student surface cleaning routines in place • Strict lunch rotas to accommodate bubble provision of food • Staff duty zones with 2m distancing • PPE for duty staff who need to breach 2m distancing 	Moderate	Moderate		<ul style="list-style-type: none"> • Dedicated breaktime & Lunchtime spaces in place to ensure bubble integrity • Lunch rota for bubble food provision

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D	Student movement - corridors & stairs	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Though a low risk, there is a potential for transmission on corridors 	<ul style="list-style-type: none"> Students only use corridors when absolutely necessary Minimised year group movement within the bubbles 'Teachers move first' system to minimise the risk to teachers Internal student movement plan 	Low	Low		<ul style="list-style-type: none"> Staff compliance to movement plan Student internal travel plan for break, lunch & dismissal.
E	Coronavirus transmission into the school from student and staff travel	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Coronavirus entering the school transmitted during travel 	<ul style="list-style-type: none"> Mask removal guidance for all staff and students. 'Day start' hand sanitising routines for all students & staff to ensure virus transition minimised Post break/lunch hand sanitising routine for all students to ensure virus transition minimised Travel Plan - all walking distance students to be encouraged not to use public transport 	Moderate	Moderate		<ul style="list-style-type: none"> Purchase of hand sanitiser and no rules excluding student owned sanitiser Day start and post break routines for hand sanitation
F	Contracting coronavirus through toilet facilities	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Regular use of toilet facilities with regular contact points by multiple people 	<ul style="list-style-type: none"> Staff - cleaning products in all toilet areas to sanitise surfaces in addition to enhanced cleaning service. Enhanced cleaning services to regularly clean student toilets at intervals during the working day. 	Moderate	Low		<ul style="list-style-type: none"> Amendment to cleaning contract of the school Purchase of disposable cleaning products Hand dryers deactivated
G	COVID safety for Specialist subject teaching	<ul style="list-style-type: none"> Teachers of Art, Music, PE, Technology & Drama 	<ul style="list-style-type: none"> Transmission of coronavirus in subjects with equipment &/or contact 	<ul style="list-style-type: none"> 2m social distancing Use of non-equipment teaching where possible Introducing student equipment cleaning routines that ensure safety Equipment rotation beyond the survival of the virus (48hrs, or 72hrs on plastic) https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf 	Low	Low		<ul style="list-style-type: none"> SOW/Lesson planning amendment Cleaning materials and student training Internal dept rotation practices
H	Entrance & Exit routines	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Overcrowding and multiple contact amongst students 	<ul style="list-style-type: none"> Dedicated separate entrances for different year bubbles Dedicated court or classroom areas for year group bubbles to assemble at for hand sanitising Sixth Form staggered exit from school to student timetable 	Moderate	Low		<ul style="list-style-type: none"> Dedicated entrances for grouped year groups. Separate entrance for staff Dedicated exit routes and bus queue routines
I	Reception	<ul style="list-style-type: none"> Support staff 	<ul style="list-style-type: none"> Risk of transmission of coronavirus into the school site 	<ul style="list-style-type: none"> Keep school reception closed and undertake all reception work remotely by telephone or google meet Reception (parlour) to be used as the holding and collection point in the end of any on-site suspected or confirmed 	Low	Low		<ul style="list-style-type: none"> Communication to school community especially parents
J	Cleaning	<ul style="list-style-type: none"> Staff, Students & Contractors 	<ul style="list-style-type: none"> Risk of transmission through uncleaned surfaces Risk of transmission to cleaners 	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Cleaning company must follow DFE guidance on cleaning non-healthcare settings 	Moderate	Low		<ul style="list-style-type: none"> Clear and rigorous cleaning routines Cleaners to follow guidance in any confirmed case of COVID

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K	Kitchen & Food provision	<ul style="list-style-type: none"> Contractors, staff & students 	<ul style="list-style-type: none"> Though a low risk, there is a potential for transmission through food or food packaging 	<ul style="list-style-type: none"> Contractor to continue to operate in line with the FSA's guidance on good food hygiene practices and Hazard Analysis and Critical Control Point (HACCP) processes. Staff work areas to be 2m apart Routine in place to disinfect fingerprint scanner after each service Increased frequency of cleaning Hand sanitiser available to staff as well as usual hand washing facilities 	Moderate	Low		<ul style="list-style-type: none"> Olive Dining Risk Assessment available here.
L	Administering First Aid and cleaning up of bodily fluids	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Contracting COVID-19 from being in close proximity of unwell staff or students. 	<ul style="list-style-type: none"> Assistance from first aiders should be provided at a distance where possible, asking the casualty to follow instructions if they are capable of preventing being in close proximity. First aid staff must wear the recommended PPE when giving first aid Minimise the time of sharing a breathing zone with a casualty Ensure disposable items are safely discarded (using the medical waste bin only) Reusable first aid items must be cleaned thoroughly after every use After delivering treatment, wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible Cleaning of any bodily fluids must be done as soon as reasonably practicable by the first aider who attends the casualty. The site team have additional supplies of Virkon disinfection, which must be used for cleaning up of all bodily fluids. 	Moderate	Low		<ul style="list-style-type: none"> Training to be provided by lead first aider to first aiders Individual risk assessment to be complete for all first aid trained staff.
M	First Aid - CPR	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Contracting COVID-19 from being in close proximity of unwell staff or students. 	<ul style="list-style-type: none"> Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms Ask for help and request the defibrillator Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation PPE must be used by the first aider (mask, gloves, eye protection, apron). Only deliver CPR by chest compressions and use a defibrillator – do not do rescue breaths 	Moderate	Low		<ul style="list-style-type: none"> Order supply of PPE

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N	School trips	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Contracting coronavirus during travel to and attendance at sites outside our COVID controlled school site 	<ul style="list-style-type: none"> Educational visits should be minimised during pandemic only occurring when completely necessary. Full parental consent even during school hours EV Risk assessments must negate any increased risk of contracting Coronavirus 	Moderate	Moderate		<ul style="list-style-type: none"> Update to the EV Policy EVC as gatekeeper all EV applications in EVOLVE scrutinising to ensure all policies and RA are met in advance of EV
O	Fire Routines	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Contracting or transmission of coronavirus by proximity of Year group bubbles during fire drill or fire event 	<ul style="list-style-type: none"> Updated Fire assembly points to ensure year bubble integrity including off site assembly where staff can also socially distance. 	Low	Low		<ul style="list-style-type: none"> Updated Fire Drill Routines
P	Critical Incident Routines	<ul style="list-style-type: none"> Staff & students 	<ul style="list-style-type: none"> Contracting or transmission of coronavirus by proximity of staff and students whilst shielding in an critical incident 	<ul style="list-style-type: none"> None - in a critical incident the risk to life would be very high and outweighs the risk of potential contraction of coronavirus 	Low	Low		<ul style="list-style-type: none"> None - master key ownership is essential as all staff are travelling to teach.
Q	School Policy amendments	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Failure to act to secure safety and standards when using outdated policies 	<ul style="list-style-type: none"> Update the following policies to include closure COVID and post closure COVID related incidents <ul style="list-style-type: none"> Child Protection Policy Behaviour Policy Detention Policy EV Policy 	Low	Low		<ul style="list-style-type: none"> Policy updates
R	Dealing with a confirmed case of coronavirus	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Coronavirus entering the school site 	<ul style="list-style-type: none"> Clear communication with all stakeholders if they live with anyone experiencing coronavirus symptoms Engagement in Test & Trace for all such cases. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 	Moderate	Low		<ul style="list-style-type: none"> Website update Weekly email to parents
S	Symptomatic person on site	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Coronavirus entering the school site 	<p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Front parlour used to isolate people in this case. In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <p>If a distance of 2m can not be maintained, supervising staff will wear a fluid-resistant surgical mask disposable gloves and a disposable apron</p> <p>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection through a visor. Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>When cleaning a contaminated area the cleaning team will wear PPE (including disposable apron, gloves, mask), wash hands after PPE is removed and place in double bag and seal.</p>	Moderate	Moderate		<ul style="list-style-type: none"> Office procedure drawn up and clearly visible on display on what to do in the confirmed case of coronavirus on site. Use the same communication routes as CP, no email notification use.

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T	Personal health routines	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Spread of viruses including coronavirus. 	<ul style="list-style-type: none"> Ensure a 'Catch it, Bin it, Kill it!' campaign with all students and ensure all rooms have a closed top bin for disposal. Ensure tissues are in good supply in all rooms 	Moderate	Low		<ul style="list-style-type: none"> Campaign posters in all rooms Video use followed by student videos
U	Mental Health	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Mental health difficulties created by prolonged lockdown (March - July 2020) or in re-assimilating to communal school life. 	<ul style="list-style-type: none"> Counselling services for students Employee assistance services for staff 	Moderate	Low		<ul style="list-style-type: none"> Advertise with staff and students through usual routines and ensure referral where required
V	SEN Student Provision	<ul style="list-style-type: none"> SEN Students & staff 	<ul style="list-style-type: none"> Proximity requirements of working with SEN students SEN students who do not understand or can not comply with social distancing 	<ul style="list-style-type: none"> In class support to be used only where necessary Student seating considerations to allow minimal contact with SEN staff PPE for SEN staff where required Story based training during summer term and holidays to teach social distancing 	Moderate	Low		<ul style="list-style-type: none"> PPE for SEN staff Seating plan for SEN students