

COVID-19 Risk Assessment - Staff & Students in School

St Angela's Ursuline School - December 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

The following risk assessment is based on the return to school for St Angela's Ursuline School in September 2021 following the above guidance:

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"> Room ventilation 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 	Low for those who are had the vaccine	Low		<ul style="list-style-type: none"> 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"> 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	<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"> Mask wearing at all times wherever possible Refectory student surface cleaning routines in place Refectory dedicated spaces for year group lunch Refectory - breakfast & break - grab and go PPE for duty staff who need to breach 2m distancing 	Moderate	Low		<ul style="list-style-type: none"> Dedicated breaktime & Lunchtime spaces in place to ensure bubble integrity Lunch rota for bubble food provision
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"> Staff may continue to use protective equipment Masks to be worn as much as possible both for own safety and modelling for students 	Moderate	Low		PPE still available for use
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"> Regular daily additional cleaning to continue to ensure best possible prevention. 	Moderate	Low		Cleaning services provided

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G	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
H	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
I	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. 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.
J	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 Ensure disposable items are safely discarded (using the medical waste bin only) 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. 	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.
K	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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L	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"> 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
M	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
N	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
O	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 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 it in a doubled 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.
Q	Mental Health	<ul style="list-style-type: none"> Staff & Students 	<ul style="list-style-type: none"> Mental health difficulties related to COVID 	<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
R	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