

Holy Family Catholic School, 1 Shernhall St, Walthamstow, London E17 3EA

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	Holy Family Catholic School
Location(s) covered	Walthamstow and Wiseman sites
Date of Original Assessment	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	16 th July 2020 at a staff training event. The document was also discussed with the school trade union reps at a meeting on 14 th July 2020.	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	Yes – each area of the risk assessment is being reviewed by members of the SLT and monitored so that everything is ready for re-opening in September
Confirmed by Headteacher	Yes
Headteacher's name (print)	Andy Stone
Headteacher's signature	<i>Andy Stone</i>
Date:	1 st December 2020

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
31/07/2020	6 th August 2020	Yes, following Local Authority feedback. The document has been resubmitted to the LA for further comment on 7 th August 2020	Andy Stone	Staff will be made aware of the changes in the week beginning 24 th August 2020
21/08/2020	25 th August 2020	Changes accepted by the Local Authority	Andy Stone	Governors received the RA and discussed it with the Headteacher on 25 th August 2020
28/08/2020	28 th August 2020		Andy Stone	Staff and parents received the RA on 28 th August 2020
02/09/2020		Reviewed following partial opening for induction of Yr 7, Yr 9 and post-16 students	Andy Stone	Staff updated on 3 rd September
05/09/2020		Staff permitted to wear visors if they feel they would like to	Andy Stone	Staff updated on 6 th September
10/09/2020	12/09/2020	Updated guidance from LBWF referencing tiering	Andy Stone	Staff and Unions updated on 15 th Sept 2020

		and the Health and Safety Executive spot checks		
19 th October 2020		Following DFE advice the wearing of face masks is now required in communal areas where social distancing is difficult.	Andy Stone	Staff, parents, students updated on Monday 19 th October 2020
2 nd November 2020		Following the announcement of the latest 4 week lockdown it has been decided to require the wearing of masks inside the building but outside of lessons/assemblies	Andy Stone	Staff, parents, students updated on Monday 2 nd November 2020
25 th November 2020	1 st Dec 2020	Clarification that staff must not car share and reinforced guidance about social distancing Permission for staff to wear face masks when circulating in classrooms	Andy Stone	Staff updated on 25 th November 2020

Risk Assessment for the full re-opening of Holy Family Catholic School in September 2020

Assessment by: Holy Family Catholic School	Walthamstow House	Wiseman House
Headteacher approval:	Signature Andy Stone	Date 28 th August 2020
Chair of Governors approval:	Signature Adrian Anderson	Date 28 th August 2020
<p>This risk assessment is designed to consider the risks associated with the full re-opening of the school from September 1st 2020. The document considers a series of risks which might affect students, staff and visitors to the school and outlines what mitigation is in place and what actions must be taken to ensure all appropriate mitigation is in place for 1st September 2020. It will be reviewed and signed off once approval comes from the Local Authority and will be reviewed again in the week beginning 24th August to take account of any changes to DFE and PHE guidance and any changes in the situation regarding rates of COVID19 infection locally and/or nationally. The LA gave provisional approval to our risk assessment on 25th August 2020 and we have</p>		

What are the hazards and risk level if managed correctly	Who might be harmed	What is currently being done to control the hazard/hazardous event (risk mitigation)	Actions required before re-opening	Action by whom	Action by when	Done
1. Spread of COVID19	Students, staff, visitors	<ul style="list-style-type: none"> <i>The latest guidance from national government and the LBWF has been incorporated into this risk assessment</i> The school will follow the government guidance on fully opening schools where reasonably practicable Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does and ensure that affected staff and students do not attend school Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID- 	<p>Ensure all staff understand the procedures</p> <p>Ensure all parents and visitors are briefed and that they understand what the school has put in place to mitigate risk</p> <p>Ensure all students understand what is expected of them if they become unwell or suspect</p>	<p>STA</p> <p>STA letter and video presentation for parents and visitors</p> <p>Student briefings by KLA and MUP</p>	<p>September 1st (staff training day)</p> <p>July 17th 2020</p> <p>First day back for students (Sept 3rd onwards)</p>	

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		<p>19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Any household members of that individual who are also within school should also be sent home (e.g siblings). If a pupil or member of staff tests positive without symptoms but then develops symptoms when in isolation, they should restart the 10-day isolation period from the day they develop symptoms. Other household members, including siblings, should self-isolate for 14 days from the onset of their symptoms</p> <ul style="list-style-type: none"> • If a student or member of staff is a close contact of a confirmed covid case they must self-isolate for 14 days from the date of their last contact with the person who is infected • Any child awaiting collection, will be moved to the chaplaincy room on Walthamstow site and the temporary first aid area in the foyer on Wiseman site with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is the visitor toilet on Walthamstow and the toilets next to the LRC on Wiseman. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times. • Where 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed safe working in education, childcare and 	<p>they may be infected Brief staff on these expectations</p>	<p>KLA/MUP</p>	<p>1st September</p>	

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		<p>children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <ul style="list-style-type: none"> Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance All staff, students and visitors to wear face masks in communal areas where social distancing is difficult. This to be introduced from Monday Oct 19th as London has moved to a higher tier of national intervention. All staff, students and visitors to wear face masks in all internal areas of the school except classrooms and assemblies where students are in their bubbles from Mon 2nd November 2020 Updated on 25th November to permit staff to wear face masks when circulating in classrooms 				

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2. Poor hand hygiene spreads COVID	Everyone	<ul style="list-style-type: none"> Staff and students must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. This will be monitored closely each day 	Ensure sufficient hand cleaning stations and brief all staff and students	KLA/MUP	1 st September onwards	
3. Poor respiratory hygiene spreads COVID	Everyone	<ul style="list-style-type: none"> Staff will support younger children and ensure those with complex needs are helped to get this right, and all students understand that this is now part of how school operates. The 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available in the school to support pupils and staff to follow this routine. To avoid ingestion of sanitiser, small children and those with complex needs should be assisted with washing their hands. Skin friendly skin cleaning wipes can be used as an alternative. 	Bins for every classroom and office space have been ordered, will be delivered by 31 st July and will be in place by August 24 th 2020.	SEC	24 th August 2020	
4. Poor cleanliness spreads COVID	Everyone	<ul style="list-style-type: none"> <i>"A review of the revised guidance issued in August 2020 has been incorporated into this risk assessment"</i> We are awaiting further government guidance to ensure appropriate controls are put in place. However, thus far A cleaning schedule is in place and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal records kept Different groups don't need to be allocated their own toilet blocks, but toilets will be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet The monitoring of these arrangements will take place daily 	Implement latest government guidance as it is published Ensure cleaning schedule is fit for purpose	SEC SEC	24 th August 2020	

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		<ul style="list-style-type: none"> The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. 				
5. Poor social distancing spreads COVID	Everyone	<ul style="list-style-type: none"> Groups or pupils will be kept apart (in ‘bubbles’) and the layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> Students’ ability to distance the layout of the school the feasibility of keeping distinct groups separate while offering a broad curriculum Lunchtime and breaktime provision is separated by yeargroup as far as possible Students will be instructed to maintain social distancing where possible and not to touch staff and other students where possible. Sixth Formers to not be on site unless in a lesson or using the computer room study area. At other times students must not be on site Staff who may be able to work from home (some support staff, for example) to be considered for remote working This will be monitored daily The government guidance for cleaning in non-healthcare settings is applied to ensure appropriate controls are put in place 	<p>Ensure all staff and students are briefed regarding the operation of these bubbles</p> <p>Produce updated rota for break and lunchtime</p>	<p>KLA/MUP</p> <p>KLA/MUP</p>	September 1 st 2020	

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6. Lack of PPE for staff who need to wear it spreads COVID	Everyone	<ul style="list-style-type: none"> • The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed where: <ul style="list-style-type: none"> ○ an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • The guidance on safe working in education, childcare and children’s social care will be followed for when, how PPE should be used, what type of PPE to use, and how to source it. • If the guidance on PPE changes then our risk assessment will be updated accordingly 	Ensure that there is sufficient PPE for the frontline staff who may need it (first aiders, site are staff) When dealing with a potential infectious situation	SEC	August 24 th 2020	
7. Potential spread of COVID through the ventilation system		<ul style="list-style-type: none"> • The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system 	Ensure checks carried out	SEC	August 24 th 2020	
8. Spread of COVID 19 goes unchecked		<ul style="list-style-type: none"> • The school will engage fully with the local authority’s public health team’s Local Outbreak Control Plan and the NHS Test and Trace system • Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All students will need to be tested and the school is able to provide advice to parents about this process. 	Ensure all staff and parents/carers are aware of these requirements	STA	September 1 st 2020	

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		<ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace ● Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. 				
9. There is a confirmed case in school		<ul style="list-style-type: none"> ● As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the Head will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The Head will notify the Public Health Team, ● The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. ● Ongoing infection control advice and support will be made available to schools via the Public Health team ● The business continuity plan has been updated on actions to take to cover the four tiers of restriction identified in the government guidance listed at the end of this risk assessment 	Ensure all lines of communication are clear	STA	August 24 th 2020	
10. Using public transport to get to school	Everyone	<ul style="list-style-type: none"> ● Students and staff have been advised to cycle or walk to school ● Staff advised not to car share because of risk of infection ● Extra secure cycle parking has been installed 	Provide advice to staff and students and their families	STA	17 th July 2020	

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		<ul style="list-style-type: none"> Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk. Families using public transport should refer to the safer travel guidance for passengers 				
11. Using public transport to get to school	Pupils and staff use public transport to get to and leave school	<ul style="list-style-type: none"> Everyone Pupils and staff have been advised to cycle or walk to school, Extra secure cycle parking has been installed Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk. Families using public transport should refer to the safer travel guidance for passengers <ul style="list-style-type: none"> Face coverings are required at all times on public transport, except for children under the age of 11 and exempted persons Further information can be found in the face coverings guidance 	Advice has been and continues to be provided	STA	1 st Sept 2020	
12. Member of staff who is clinically vulnerable/ extremely clinically vulnerable	Extremely clinically vulnerable staff or students	<ul style="list-style-type: none"> Advice for those who are clinically-vulnerable, including pregnant women, will be followed. A separate Individual Health Assessment has been carried out for those members of staff at higher risk. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 along with following the guidance on attendance 	Advice will be provided for these	STA	July 17 th 2020	
13.	Member of staff has reached 28 weeks into	<ul style="list-style-type: none"> Pregnant worker The school will follow the Royal College of Obstetrics and Gynaecology (RCOG) advice occupational health advice for employers and pregnant women. 		STA	14 th Sept 2020	

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	their pregnancy					
14. Staff at an increased risk from COVID19	Staff	<ul style="list-style-type: none"> A separate Individual Health Assessment has been carried out for those members of staff at higher risk. 	Risk assessments have been carried out with colleagues who are at higher risk and their circumstances will be continually monitored and reviewed	STA/KLA/MUP	July 17 th 2020	
15. Students and staff at increased risk of mental ill-health	Students and staff	<ul style="list-style-type: none"> The Department for Education is providing additional support for both student and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The school subscribes to the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing. The free phone number for the ESP is 08000 562 561 and this has been promoted to all staff Teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. School nurses can assist in line with this programme: healthy child programme Additional resources for SEND pupils are here: successful returns following a period of absence; transition planning for post-year 11 	Continue to make these resources known to staff and students and continue to incorporate well-being programmes for both staff and students	MAL	Sept 1 st 2020	

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		destinations ; COVID-19 SEND review guide ; handbook ; Whole School SEND Resource page				
16. Workload pressures can exacerbate mental ill-health	Staff	<ul style="list-style-type: none"> Middle and Senior Leaders to encourage colleagues to be open about difficulties they may be experiencing The school has reviewed existing practices and have already implemented some of the ideas in the DfE's workload reduction toolkit such as reviewing the marking and feedback policy and implementing a centralised whole school detention system Staff have been made aware of the DfE range of resources, including case studies to support remote education and help address workload Middle and Senior Leaders to be pro-actively aware of colleagues who may be struggling 	SLT to review practices and make clear that staff well-being is a key priority	Sept 1 st 2020		
17. Peripatetic and supply staff can increase the risk of COVID19	Staff and students	<ul style="list-style-type: none"> All peripatetic and supply staff must ensure they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site. Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes. The DfE guidance will be followed. The Education Endowment Foundation (EEF) has published guidance on making the best use of teaching assistants to help primary and secondary schools. Employers should follow part 3 of keeping children safe in education. 	Ensure any supply staff and peripatetic teachers are inducted carefully into the new expectations and new working practices in the school	FIJ	September 1 st 2020	

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18. Poor pupil behaviour can increase the risks of COVID19	Staff and students	<ul style="list-style-type: none"> The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and will be made available to pupils and parents before the start of term There is no Alternative Provision at the school and any students attending Alternative Provision elsewhere in the borough will not be permitted to mix with other students at Holy Family. Guidance on behaviour and discipline in schools 	Staff to be made aware of the changes in the behaviour policy and students to be given instruction as to our expectations on their return in September	MUP/KLA	September 1 st 2020	
19. Teaching requires close supervision of students in science, technology and other practical and potentially hazardous subjects	Staff and students	<ul style="list-style-type: none"> Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic Guidance from CLEAPPS will be followed on how to carry out science practicals 	Clear guidance to the relevant departments and updated departmental risk assessments needed in subjects including product design, science, catering, drama, music and art	September 1 st 2020		
20. Exposure to COVID19 during trips and visits	Everyone	<ul style="list-style-type: none"> The DfE guidance on trips is being followed. Only non-residential day trips are currently allowed to Covid-19 secure locations 	Ensure all staff are aware and SLT to continue to consider whether to approve any trips and visits	MUP	September 1 st 2020	
21. Exposure to COVID19 during PE	PE staff and students	Only team sports identified in the governments Teams Sports Framework will be allowed at school <ul style="list-style-type: none"> The DfE guidance will be followed. The following advice has been followed: 	PE Dept to review provision and follow all guidance	COE (CL PE) and FIJ (Line manager)	Sept 1 st 2020	

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		<ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust ● Students to arrive in school wearing PE kit on the days they have PE to avoid the need to change ● PE dept have revised their curriculum to focus on fitness and athletics activities in first part of the autumn term ● guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents 				
22. Exposure to COVID19 during music	Music staff and students	<ul style="list-style-type: none"> ● For specialist Music Dance and Drama schools the government guidance working safely during coronavirus (COVID-19): performing arts will be followed, where reasonably practicable ● Reference to the guidance from the Events Industry on live outdoor events will be checked and followed where reasonably practicable ● Microphones should be used to prevent the need for shouting, loud speaking or singing, but, if possible, microphones should not be shared ● Pupils will be physically distanced (2m) during lesson, where possible the lesson will be undertaken outside; no close physical correction will take place in music, dance or drama ● Music lessons will be limited to groups of pupils from the same bubble to minimise contacts and mixing 	Ensure music department are clear about these expectations and that they are followed	CL Music (COH) and Line manager Music (WOV)	Sept 1 st 2020	

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		<ul style="list-style-type: none"> Pupils will be positioned back-to-back or side-to-side Instruments are not to be shared during a lesson Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. The schools will keep up to date with DfE guidance All music equipment will be cleaned before a different bubble uses it Members of staff moving across bubbles are required to remain 2m away from other adults and pupils at all times 				
23. Extra-curricular activities increase the risk of COVID19	Students and staff	<ul style="list-style-type: none"> The DfE guidance will be followed. As far as possible, children should be kept in a group with other children from the same bubble they are in during the school day, or if impractical, within small, consistent groups. <ul style="list-style-type: none"> Guidance followed includes Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak 	Ensure that the extra-curricular programme is reviewed and meets the requirements of the guidance	WIR (EC Co-ordinator and FIJ (Line manager)	Sept 1 st 2020	
24. Use of public transport increase the risks of COVID19	Staff and students	<ul style="list-style-type: none"> <i>“A review of the revised guidance issued in August 2020 has been incorporated into this risk assessment”</i> The school and local authority will work closely and in partnership together with TFL in seeking to ensure that use of public transport by staff and students is suitable. There is no dedicated school transport in place at Holy Family.Schools will follow the transport to school and other places of education: autumn term 2020 guidance Nobody with Covid symptoms should board vehicles 	Work together with our partner organisations on this	STA	Sept 1 st 2020	

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		<ul style="list-style-type: none"> All non-exempt children aged 11 and over should wear a face covering on the vehicle dedicated transport providers will be asked for their risk assessments to ensure the DfE guidance is being followed The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient. 				
25. Catering staff can increase the risk of COVID19	Staff and students	<ul style="list-style-type: none"> The catering provider (LBWF) has confirmed they are working to the guidance for food businesses on coronavirus (COVID-19) as a minimum standard. 	We have met with our catering managers and discussed the adjustments we need to make	STA/KLA/MUP	September 1 st 2020	
26. Building not maintained properly increases risks of COVID19	Everyone	<ul style="list-style-type: none"> All the usual pre-term building checks have been/will be undertaken over the summer period to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak. <ul style="list-style-type: none"> The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	SBM and site care staff to ensure all checks carried out	KRT/SEC	August 21 st 2020	
27. Staff and parents unsure what to do in the event of a local lockdown	Everyone	<ul style="list-style-type: none"> The school business continuity plan will be/has been updated to include procedures to follow in the event of a local lockdown The SBM/Head will contact the Public Health Team and follow their advice, including what is in the Local Outbreak Control Plan, and share with staff and parents. 	Ensure Business Continuity Plan is updated to meet these requirements and ensure clear communication to	KRT/SEC/STA	August 21 st 2020	

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being required due to a local outbreak of COVID19		<ul style="list-style-type: none"> Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health Team 	parents and staff in the event of a local lockdown			
28 There is widespread transmission of Covid-19 in the community	Everyone	<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, the school will follow the guidance of the London Coronavirus Response Centre (LCRC) on isolation of contacts and for a risk assessment to be completed. The SBM / Head will be in consultation with the Public Health Team. The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team <p>The school will refer to and implement the Face Covering guidance on the Schools Hub</p>	Action by whom STA	Low		

The risks of covid19 infection are potentially high, but if managed correctly are deemed to be low and our steps are considered to be reasonable. This risk assessment will be regularly reviewed and updated as the situation and guidance evolves. The DFE guidance makes clear that we should seek to mitigate risks where possible and acknowledges that there will be occasions when not all measures can be applied. However, there is evidence that to try to ensure risk mitigation is in place as much as possible and practical will have a positive impact on minimising infection risks.

Staff codes

STA Headteacher

KLA Head of Upper School (Wiseman site)

MUP Head of Lower School (Walthamstow site)

KRT (retiring School Business Manager)

SEC (new School Business Manager)

MAL Assistant Head Teaching and Learning

FIJ (Line manager PE)

WOV (Line manager Music)

COE Head of PE

WIR Head of Extra-Curricular Activities programme

Action Plan for Improvement of Risk Mitigation at Holy Family Catholic School

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1, 4, 21 & 23	This action plan refers to the risk assessment hazards outlined above	<p>A review of the revised guidance issued in August 2020 will be incorporated into this risk assessment so that the most up to date guidance is followed.</p> <p>The school will have completed the following 26th August 2020 in preparation for re-opening in September including:</p> <ul style="list-style-type: none"> • posters to encourage consistency on hygiene and keeping to own group are on display throughout the school • soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments, • the availability of soap and hot water in every toilet (and, where possible, in classrooms) • the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment • Students and staff to each be provided with a personal bottle of hand-sanitiser which the school will arrange to replenish as necessary • disposable paper towels dispensers have been installed and hand dryers disconnected to reduce aerosol production from drying wet hands • Lidded bins have been provided in every classroom and in other key locations around the site for the 	Low	SBM/ Headteacher/ SLT	26 Aug 2020	21 st August 2020	

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<p>disposal of tissues and any other waste, their double bagging and emptying</p> <ul style="list-style-type: none"> • ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly • cleaning products including sanitising wipes for wiping some equipment • tape has been used to cordon off areas of the school, identify one-way systems and mark floors to indicate social distancing requirements 					
2	Poor hand hygiene spreads the virus	<p>A review of the preparations has been carried out and we can confirm that there are</p> <ul style="list-style-type: none"> • There are sufficient supplies of hand-sanitiser in stock and also other products including disinfectant wipes for classroom use • We have clearly produced protocols for staff and students to ensure the safe use of hand sanitiser given risks around ingestion. These routines will be embedded in our school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them 	Low	SBM/ Headteacher/ SLT	1 Aug 2020	1 August 2020	
5	Poor social distancing spreads the virus	<p>The school has put clear controls in place to ensure safety following DfE guidance which will be reviewed at the end of August to take account of any changes</p> <p>The following controls are in place for classrooms:</p>	Low	Headteacher/ SBM/SLT	26 Aug 2020		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<ul style="list-style-type: none"> • Teachers able to keep 2m apart from students as far as is practicable • All classrooms set up with desks in rows and all students forward facing • Hand sanitiser and/or washing facilities in place in every classroom • Pedal bins with lids located in every classroom with supply of tissues <p>The following controls are in place for corridors:</p> <ul style="list-style-type: none"> • Minimisation of student movement from one lesson to the next • One way systems which are clearly designated and signposted • Increased staff supervision at all times of student movement • Mandatory use of face masks in corridors <p>The following controls are in place for toilets:</p> <ul style="list-style-type: none"> • Clear designation of toilets for different groups of staff/students • Signage in every toilet to remind users about hygiene • Hand sanitiser and soap and hot water available in every toilet • Hand dryers disconnected and replaced with paper towels • Cleaners to regularly clean toilets throughout the day 					

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<ul style="list-style-type: none"> • Staff supervision of student access to toilet facilities <p>The following controls are in place for staff rooms:</p> <ul style="list-style-type: none"> • Limits to numbers permitted to be in the staffroom (20) • Restrictions on activities including no use of fridge/microwave for own food • Only refreshments available to be tea/coffee, water, milk • No eating food in the staffroom • Staffroom to only be used for work at designated work stations • Hand sanitiser, soap and hot water to be available at all times • Regular cleaning of the staffroom through the day <p>The following controls are in place for offices:</p> <ul style="list-style-type: none"> • Limits to the numbers permitted in offices at any one time are clearly displayed • Floor markings to maintain social distancing • Signage about safety reminders is on display • Hand sanitiser available in the office • Store of PPE for office staff who may need to deal with a sick child/member of staff • Regular cleaning of the office areas throughout the day <p>The following controls are in place for outside areas:</p>					

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<ul style="list-style-type: none"> Playground spaces designated clearly for particular yeargroups only Handsanitiser and washing facilities available outside or readily accessible nearby Increased staff supervision of breaktime and lunchtime <p>The following are in place for other areas:</p> <ul style="list-style-type: none"> Canteen will be used on a rotation by one yeargroup bubble only at a time Cleaning of surfaces between lunch sittings Hand sanitiser to be used as students queue for lunch Increased staff supervision of students at break and lunchtime Mandatory use of face masks outside classrooms/assemblies 					
10	Pupils and staff use public transport to get to and leave school	<p>The school has worked with Local Authority colleagues on mapping pupil journeys to identify if any further controls can be put in place</p> <p>The school's revised travel plan encourages students and staff to walk or cycle to school where possible</p> <p>Additional parking provision for cycles has been provided to accommodate more cycles</p>	Low	Head	31 Aug 2020		
		At the start of the school term students and Staff will be shown and trained in how to put on and remove their face covering, dispose/store safely	Low	SLT	7 Sep 2020		

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		Pupils will be shown how to wash/sanitise their hands before/on entering the building and monitored each day					