

Risk Assessment for the partial re-opening of school during Covid-19 outbreak

Assessment by: Holy Family Catholic School	Walthamstow House	Wiseman House
Headteacher approval:	Signature	Date
Chair of Governors approval:	Signature	Date
Next Review dates	15 th June 2020	22 nd June 2020
<p>This updated version of our risk assessment applies to the continued opening of the school for key worker / vulnerable children and for the proposed re-opening of the school to up to a quarter of Yr 10 and a quarter of Yr 12 students each day from Monday 15th June. We have had approx. 50 key worker and vulnerable children attending school since June 1st 2020 and the ensures adopted thus far have been well received and given staff confidence and reassurance that the risks of attending school are being managed effectively. Staff feedback has been positive about our risk mitigation procedures and our operations have been discussed with staff representatives from our trade unions. There continues to be is an evolving situation and the risk assessment is a live document which will be reviewed by the SLT on a regular basis at the weekly SLT meetings and on the dates indicated above. The risk assessment applies to both sites and is tailored accordingly.</p>		

What are the hazards and risk level if managed correctly	Who might be harmed	Controls required (risk mitigation)	Actions required before re-opening	Action by whom	Action by when	Done
<p>Potential for spread of Covid-19 Coronavirus between persons at school and outside of school through direct and indirect transmission</p> <p>Low</p>	<ul style="list-style-type: none"> Students Staff Visitors to school Cleaners Contractors Parents Higher risk groups – BAME, older staff, pregnant workers, those with underlying health conditions Anyone else who 	<p><u>Organisation of students</u></p> <ul style="list-style-type: none"> There will be a staggering of the school day so that vulnerables/key workers arrive from 8.30am and Yr 10s and Yr 12s are invited from 10am A maximum of 20 students in Yr 10 and Yr 12 will attend a session on any given day Maximum of 10 students and 1 teacher in a standard room (most interaction to be smaller numbers than this) Ensure staff and students are only in school when they need to be and continue working from home the majority of the time No formal teaching is taking place Number of external visitors to the school during school hours will be limited A staff rota will be in place with back-up to ensure appropriate ratios with students and to ensure key competencies e.g. First Aid and enough staff to implement the risk mitigations contained in this risk assessment. 2 metre social distancing to be in place throughout the school Small number of staff to be required in school each day and staff directed to work from home if they don't need to be in school <hr/> <p><u>Organise the building: hygiene and social distancing</u></p>	<ul style="list-style-type: none"> Communication of risk assessment measures to staff and students prior to re-opening, followed up with daily reminders. Signage reminders re hand-washing, social distancing Physical organisation of classroom spaces to be used 	<p>All actions to be undertaken by SLT.</p> <p>STA to authorise all orders for rapid purchase</p>	<p>All actions to be completed by 01/06/20</p>	
			<ul style="list-style-type: none"> Screen for reception 			

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	physically comes in contact with the school	<ul style="list-style-type: none"> • Vulnerables/key worker students to enter building via main entrance on Walthamstow site and sanitise on entry • Additional vulnerable Yr 12 students to enter same way on Walthamstow site • Vulnerable Yr 10 students to enter the building via the Wiseman car park student entrance. This will be supervised by SLT and 2 metre spacing will be marked out in the car park if a queue forms. Students and staff to sanitise on entry • Any person entering via reception and signing in using the screen needs to use hand sanitizing gel before and after touching the screen • Vulnerables/key workers will use Walthamstow LRC and ground floor adjacent classrooms • Yr 12 will use LO9 and Aquinas Centre classrooms • Yr 10s will use the Wiseman LRC and U30 • Toilet areas and corridors will be manned at the start and end of each session as appropriate to ensure social distancing is maintained • 10 student desks and one teacher's desk will be designated in each standard classroom. LRCs desks will be spaced out for same number of students to achieve at least 2 metres between each desk. IT suites will also be organised to achieve 2 metre social distancing • Rooms should be ventilated by opening windows and/or temporarily propping open doors • Social distancing in place in offices/ communal areas/ department rooms with a queuing system for the main office. Floor tape will be used to highlight safe social distancing in these areas. Staff should not use any areas where social distancing of 2 metres cannot be maintained and staffroom is not to be used other than for essential refreshments • Only office staff needed to be in school will be in work and a rota will be maintained to reduce each individual member of staff's time in school • The number of staff allowed in each office has been determined and allocated dependant on floor space, to enable the school to provide services as effectively as possible. • Where insufficient space to enable all staff in the office, and where possible, a rota for attendance has been developed, whilst ensuring staff in high risk categories are kept safe or reassigned to safer work • Meetings will take place using Teams/google or Zoom or with staff maintaining the social distancing requirements. Where face to face meetings are deemed necessary they will be kept as short as practicable and where possible to under 15 minutes. • Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers 	<ul style="list-style-type: none"> • Purchase floor markings • Re-organise rooms that will be used • Purchase sufficient quantities of hand gel (70% alcohol content) and tissues, pedal bins, wall mounted sanitiser, wipes, latex gloves, aprons, masks for first aiders, signage and barriers • Complete placing of signage on canteen area 	SLT to order	STA to oversee	

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Low		<ul style="list-style-type: none"> Toilets have signage to advise "in use" or "available". Staff are encouraged to take a walk at lunchtime around the school campus to get a change of scenery, as staff areas are likely to be used for other work/will have reduced capacity. Staff must follow the school protocol when entering, using and leaving the building – e.g. hand washing The headteacher/SLT will make regular tours of the school to ensure social distancing requirements are being followed and provide advice where there are issues 2 metre apart stickers in place in playground and outside the school gate and maximum numbers permitted posters to be used around the school There is a one-way system throughout the areas of both sites being utilised reinforced with signage. Areas of the school site not needed to be used at this time will be closed off Limit numbers allowed to use toilet facilities at any one time and ensure that students visiting toilet have permission and there is adequate supervision. Toilets not required at this time to be locked closed Fire drill procedures to be updated and fire drills have been held to ensure safety in the new arrangements. Fire doors to be kept open using electromagnetic locks/dorgards only and these are linked to the fire alarm system Staffroom to be used minimally for essential refreshments and not for working in HT and SLT to make regular tours of the school to monitor adherence to the rules and procedures 	<ul style="list-style-type: none"> Produce letters Summary information Update protocol Inform staff Circulate RA to stakeholders Buy hand sanitiser for every teaching space and spares for immediate restocking Purchase PPE (visors, masks, aprons and gloves) Provide parents with information about testing as necessary Set up Covid-19 log of any possible cases 	SLT to produce these		
Low		<p><u>Lunch breaks/ food</u></p> <ul style="list-style-type: none"> Lunch will be available in the canteen on the Walthamstow site as it has been for key worker children, vulnerables and staff. Queuing will be supervised and 2 metre social distancing rules. The offer will be simple and quick to serve with canteen staff handing out cutlery. Seating will be clearly designated with stickers at tables following 2 metre social distancing. Students entitled to free school meals will continue to receive meal vouchers 	<ul style="list-style-type: none"> Premises team to include regular cleans into their daily schedule. Purchase cleaning materials for use during the day 	STA	SLT to oversee	
Low		<p><u>Awareness of students/ staff/ visitors</u></p> <ul style="list-style-type: none"> The school re-opening plan will be shared with staff, governors, parents and students This risk assessment will be shared with staff 				

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Low		<ul style="list-style-type: none"> Posters will be displayed in key areas reminding people about social distancing, hand hygiene etc Reminders will be provided in staff and parent communications Summary information will be available in reception covering how the school is mitigating against the risk and advice on isolation and testing. Students will be reminded to tell staff if they feel unwell 	<ul style="list-style-type: none"> Revise contractor protocol so that contractors are accompanied when on site Identify staff/ students who should not attend school 	KLA/STA		
		<p><u>Shared equipment</u></p> <ul style="list-style-type: none"> Students will not be allowed to share equipment. A supply of spare pens etc will be available. IT equipment to be wiped down before and after use with anti-bacterial wipes which will be made available in the relevant rooms Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources (e.g. books and folders) Water fountains taken out of use but water run through the system each week – students should bring their own water bottle 	<ul style="list-style-type: none"> Ensure staff are aware of these procedures Ensure cleaning staff are clear about expectations 	STA		
		<p><u>Hand Washing</u></p> <p>All staff, students, contractors, visitors will be asked to:</p> <ul style="list-style-type: none"> use hand gel sanitiser (in pump dispensers) or wash hands when entering the building use hand gel at start and end of lessons (students and staff) use tissues to catch coughs and sneezes (tissues will be made available throughout the school) and place in bins which will be emptied each day Wash hands for 20 seconds with warm water and soap after going to the toilet and at break time (if in school for both sessions). <p><u>Symptom checks</u></p> <p>Staff and students will be reminded about symptoms to be aware of COVID 19 infection</p> <ul style="list-style-type: none"> These are raised temperature, new continuous cough or a loss of taste or smell The school will arrange for the person to be tested (see below for what happens if we have a confirmed case) The staff member who has helped someone who is unwell should wash their hands thoroughly and arrange for the room to be deep cleaned but does not need to self-isolate unless they 	<p>Provide training and guidance to all first aiders</p>	STA/KRT		
Low				KLA/STA to provide guidance		

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Low		<p>develop symptoms (and in which case a test is available) or the person they have helped tests positive.</p> <ul style="list-style-type: none"> School will take advice from Public Health England (PHE) regarding any suspected cases <p><u>PPE</u> PPE is not considered necessary in school according to Public Health England advice except when dealing with a potential COVID case. Students and staff may be required to wear masks on public transport – therefore discouragement of use of public transport. The mask/face covering must be removed and double bagged before the member of staff/pupil enters site (If the mask is disposable this must be discarded) with staff and pupils washing their hands/sanitising before entering site. The mask must then be taken home and washed before being used again. Notwithstanding this we will permit a face-covering to be worn as long as it is used appropriately and the member of staff/student has received training. We anticipate very few cases of this and that over time they will cease because wearing such a mask will be uncomfortable and distracting. The following guidance and instructions will be given: <i>staff and students must be monitored to ensure they are not endangering other students and staff members by wearing and using the PPE incorrectly. Also, where PPE is provided for specific types of work, staff must be trained in its use and donning and doffing of the PPE. There must also be adequate supervision of the PPE user.</i> <i>The government has taken to calling material face mask, face coverings. If students are to be allowed to wear a face covering during the day, one face covering will not be enough. The face</i></p>		KRT/STA		
Low		<p><i>covering must be changed every time the student removes it, the removed face covering must then either be disposed or stored double bagged in their own personal bag. If it is a reusable face covering this must be washed before being used again. Every time the face covering is removed the student must wash their hands, a new face covering is required each time one is removed, as the one that has been removed will be dirty and could potentially be carrying the virus.</i></p>	<ul style="list-style-type: none"> Limit number of works taking place over next half-term Provide guidance to contractors 	KRT/STA		
Low		<p><u>Dealing with First Aid/ hygiene issue/ person who is unwell</u></p> <ul style="list-style-type: none"> In the first instance staff should call the office who will advise on next steps Only staff <u>without</u> underlying health conditions to deal with first aid/ hygiene issues/ medical issues 	Cleaning over half-term and through the day thereafter	STA/KLA to advise staff KRT		

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Low		<ul style="list-style-type: none"> • PPE including disposable gloves, face masks, aprons and eye protection will be available for staff carrying out first aid / dealing with a person who is unwell if a distance of 2 metres cannot be maintained • PPE to be disposed of immediately after use, double bagged and sealed. The premises team will store the bags securely for 72 hours before putting in general waste. • If the person has Covid-19 symptoms (high temperature of 37.5 above or a new continuous cough or loss of taste/smell) they should be sent home and advised to follow government guidance. The ground floor conference room has been designated as an isolation room and can be used while awaiting collection. • The staff member who has helped someone who is unwell should wash their hands thoroughly and arrange for the room to be cleaned (see cleaning section below for cleaning of a contaminated area) but does not need to self- isolate unless they develop symptoms (and in which case a test is available) or the person they have helped tests positive. 	Protocols for contractors	KLA/AKP		
Low		<p><u>Confirmed case of Covid-19 in school</u></p> <p>If staff or children become unwell with a new continuous cough, high temperature or a loss of taste and smell at school they will be sent home and advised to follow the stay at home guidance and self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>In the case of a child (over 5 years of age) becoming unwell, the parent can arrange for a test on the NHS website (Covid-19 Test).</p> <p>If a staff member becomes unwell then they should access testing as an essential worker to ensure that they get priority. This is available here https://www.gov.uk/apply-coronavirus-test-essential-workers. Line managers will maintain regular contact with staff members during this time.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>		STA Guidance from STA SENCO to oversee		

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Low		<p>For advice and support, schools are advised to contact the London Coronavirus Response Centre run by Public Health England (Tel: 0300 303 0450). This guidance applies from 1st June.</p> <p>The LBWF single point of contact will be contacted for advice or guidance for general questions, and will be contacted whenever the London Coronavirus Response Centre is contacted so that LBWF are sighted on local issues.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>If staff members have contracted Covid-19 from work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required”</p>		SLT guidance		
Low		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • The cleaning regime has been reviewed, unsure how many people on site using corridors and classrooms, advise classrooms and high contact areas are cleaned when a classroom is emptied and corridors and contact points cleaned regularly throughout the day • The site care staff and cleaners will disinfect high touch areas, using disposable cloths, in the break between the morning and afternoon session. High touch areas include door handles, toilet flush buttons, bannisters, taps and computer keyboards. • School closed over half-term to permit cleaning and preparation • The cleaners will do the same in the evening as well as during the day • Sufficient quantities of cleaning supplies to be maintained • IT equipment to be wiped down before and after use using anti-bacterial wipes. IT suites used by students are cleaned thoroughly each day and each computer is assigned to one individual student only • 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. 		KLA/MAL		
Low		<p><u>Contractors</u></p> <ul style="list-style-type: none"> • Works to take place outside of school hours where possible • Works to be risk assessed by Premises Manager prior to permission being given for work to go ahead 		STA		

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		<ul style="list-style-type: none"> Contractor protocol/ permit to work to be emailed to contractors prior to them starting work Contractors to enter the building through the reception and receive a briefing from the Premises Manager. Contractor to hand in signed protocol and permit to work. Work area to be deep cleaned by Premises Team once work is finished <p><u>Staff / students who are clinically extremely vulnerable (shielded) or live with someone who is clinically extremely vulnerable (shielded)</u></p> <ul style="list-style-type: none"> Staff/students who are clinically extremely vulnerable will not be expected to attend school and will be supported to work from home. Staff who are themselves vulnerable, but not clinically vulnerable, or have a member of their household who is vulnerable will not be expected to attend school if they feel this is not the right decision for them. We will carry out risk assessments with staff who may be concerned as to whether they are able to return to school and consider reasonable adjustments as necessary Most staff will not need to work in school for more than one or two days per week and they will be expected to stay home and work remotely at all other times 				
		<p><u>Staff/ students who are clinically vulnerable (but not shielded) or live with someone who is clinically vulnerable (but not shielded)</u></p> <ul style="list-style-type: none"> This group will be enabled to work from home. Where this is not possible, they should only attend if strict social distancing can be adhered to and the individual understands and can comply. Individual cases will be risk assessed and signed by the member of staff and Headteacher. <p><u>Children with EHCP Plans</u> Up to date risk assessments of this group will be carried out to ensure child is no more at risk in school setting than at home</p>				
		<p><u>Staff commuting to school</u></p> <ul style="list-style-type: none"> Staff will be encouraged to walk or cycle where possible Staff using public transport will be encouraged to follow government guidance on wearing a mask/face covering 				

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		<ul style="list-style-type: none"> • Arrival time are staggered to allow staff and students to avoid all arriving at once <p><u>Management of risk assessment mitigation measures</u></p> <ul style="list-style-type: none"> • A Covid-19 log will be set up and kept in the main office. Confirmed and suspected cases, actions taken and test results will be recorded. • At least 4 members of SLT will be on each site every day to oversee the risk mitigation measures. • The log and leadership observations will be used to inform revisions to the risk assessment. <p><u>Managing Pupil wellbeing</u></p> <ul style="list-style-type: none"> • We will be focused on supporting students who may find it difficult to return to routine and may have experienced challenging or traumatic times at home over the last few weeks • DSL will inform the police liaison officer about any concerns that arguments, threats or insults exchanged over social media may lead to situations in school or the community • School will put support in place for children who may need mentoring/counselling support following their experience of lockdown <p><u>Communication</u></p> <p>Good communication is an essential part of the risk assessment process Staff, students, parents, governors, visitors and others will all be clearly informed about the context in which we are operating and there will be regular reminders to everyone on site about our expectations and regular updates to all stakeholders as the situation evolves</p>				

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.