

Name of person completing the risk assessment

Mr Ian Beardmore

What are the hazards?

Who might be harmed and how?

What control measures are already in place?

Are they sufficient?

What additional control measures are needed?

Children, parents and staff returning to school are unsure of the new procedures for reducing the risk of spreading the virus

Government guidelines not followed leading to an increased risk of contracting the virus

People are aware of key aspects of social distancing and the risk assessments employed in school

Clear directions will be communicated to parents through Principal Letters

A letter has been sent to parents of all children outlining the additional measures that are being introduced to reduce the risk of spreading the virus

Children, young people and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are no longer advised to shield. We expect people in this category to attend school and will be supported to return to school. School will follow clinicians' advice if it is deemed that a child should remain at home. Staff in this category should have an appropriate risk assessment to mitigate risk. If their job can be done from home, then it can be. Where this is not possible, support measures will be put in place to ensure that social distancing strategies are implemented in line with Government guidelines. All schools will identify these pupils and ensure they practice more frequent handwashing and social distancing

All schools will carry out risk assessments on all staff categorized as clinically extremely vulnerable and members of staff from the BAME community. This risk assessment will highlight the protective measure put into place to ensure they can to their normal role in school.

			<p>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend school.</p> <p>Parents/staff/children encouraged to walk/cycle to school rather than use public transport.</p> <p>Entrance/exits to be fully supervised and areas clearly marked out for social distancing (for example, through the use of cones/tape etc). Parents have been informed of the relevant entrances/exits but will need to be reminded prior to 2nd September.</p> <p>Recommission all systems, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. Water should all be flushed through and this should have been happening in schools while closed.</p> <p>Check the fire safety systems including making sure:</p> <ul style="list-style-type: none"> all fire doors are operational the fire alarm system and emergency lights are operational all schools will carry out a fire drill within the first week <p>Clean and disinfect all areas and surfaces and, if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen before food preparation resumes.</p>
<p>Child needs intimate care or falls ill in school</p>	<p>Children not treated appropriately if requiring intimate care or injured or ill</p>	<p>Intimate Care Policy followed as usual.</p> <p>A first-aider will be on site at all times. Paediatric first aider available for Nursery and EYFS</p>	<p>The ill child would normally have to be removed from the bubble for the first-aider to administer the required support in the first-aid area.</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p>

			<p>A disposable plastic apron should be used in the case of those children whose care routinely already involves the use of PPE due to their intimate care needs or due to EY age or special educational need. Relevant staff to read:</p> <p><u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u></p>
<p>Child/staff member falls ill on site with suspected coronavirus symptoms</p>	<p>Staff supervising the ill child/supporting the member of staff and others who may come into contact with them could be exposed to the virus</p>	<p>Staff are aware of the symptoms of coronavirus</p>	<p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Staff/children must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. At St Joseph's this will be the meeting room. At St George and St Martin this will be the Community Room.</p> <p>Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. This will be the disabled toilet.</p>

			<p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child/person subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>All stakeholders to be reminded that those who have coronavirus symptoms, or who have someone in their household who does, MUST NOT attend school.</p> <p>Parents, carers and school should not take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus. Parents to be reminded regularly of the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>
<p>There is a confirmed case of coronavirus in school</p>	<p>Stakeholders on site contract the virus</p>	<p>Staff awareness of the previous coronavirus risk assessment</p>	<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their</p>

			<p>temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Leaders must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19) – see below. The Principal or a person delegated by the Principal will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school in this situation to guide them through the actions we need to take. Based on the advice from the health protection team, leaders must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact definition as above.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, records of pupils and staff in each group will be maintained including seating plans (with the exception of early years), and records will also be kept of any close contact (as above) that takes place between children and staff in different groups.</p> <p>In line with government advice, we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>
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<p>Misunderstanding of the DfE guidance and collegiate strategy.</p>	<p>Staff misunderstand the exact government guidelines leading to inappropriate actions being taken at the school</p>	<p>Current procedures used in school/the Hub</p>	<p>Early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools the government is taking this into account. Children in these settings may not have their own tables but will be kept apart as much as possible through careful use of the furniture and constant reminders with games created to encourage social distancing.</p> <p>The attached letters and this risk assessment clearly list the measures that will be taken to maximise good practice. Key strategies include:</p> <ul style="list-style-type: none"> • avoiding contact with anyone with symptoms • frequent hand cleaning and good hygiene practices • regular cleaning of school • and minimising contact and mixing <p>The start and end of the days will be staggered to reduce large groups congregating. Different (clearly marked and segregated) entrances will be used for different classes. Parents will not enter the building unless they have a pre-arranged appointment, which will be conducted safely.</p> <p>Each child to sit on tables that are forward facing. Teachers will generally be at the front of the classroom. Teachers should try to maintain social distancing from pupils wherever possible. Where this is not possible time spent within 1 metre should be kept to a minimum.</p> <p>Staff should always socially distance from other adults in school.</p> <p>Staff to either wear gloves when handling children’s books or wash their hands thoroughly before and after handling books.</p> <p>Lidded bins in classrooms and in other key locations around the site to be used for the disposal of tissues and any other waste, double bagging and emptying. These should also be used for discarded gloves and other PPE in line with this risk assessment.</p>
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<p>Increased risk of adults spreading the virus to each other on the return to work</p>	<p>Staff not following the risk assessment or the guidance within it leading to an enhanced risk of contracting the virus</p>	<p>Current procedures at school/the hub</p>	<p>Ensure there are plentiful supplies of soap, hand sanitiser, disposable paper towels, cleaning products, sanitising wipes for wiping some equipment, lidded bins, tape for cordoning off areas and marking floors, disposable gloves and aprons that can be washed on a daily basis. Posters (for example, to encourage consistency on hygiene and keeping to own group) to be displayed throughout the school.</p> <p>Switch off hand dryers; they release residual microbes into the air.</p> <p>Protection of staff is crucial. Staff to remove RINGS, WATCHES, BRACELETS. Remove false NAILS. Trim nails short. This will help keep infection at bay and mean you can wash your hands properly.</p>

			<p>Those with long hair - tie it up</p> <p>Staff should be reminded of the following principles:</p> <ul style="list-style-type: none">•wash your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food•avoid touching your eyes, nose, and mouth with unwashed hands•avoid close contact with people who have symptoms•cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands•clean and disinfect frequently touched objects and surfaces <p>Staff desks to be used ONLY by one member of staff. Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.</p> <p>Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.</p> <p>Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms. All communal rooms to have a sign on them stipulating the permitted number of adults allowed in so social distancing can be followed.</p> <p>Thoroughly wash hands after using equipment such as photocopiers.</p> <p>Make sure you have read the school's behaviour policy addendum and know what role in it you are being asked to take.</p> <p>Explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.</p> <p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Any that are shared/taken home should be wiped over thoroughly.</p>
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			<p>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.</p> <p>As school leaders, we will be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. A risk assessment is prepared for all pregnant staff and will include government guidelines on coronavirus.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>
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<p>Absence could increase due to anxiety of the virus</p>	<p>Staff/child wellbeing is affected</p> <p>Children/staff miss out on valuable educational opportunities including social interaction</p>	<p>Absence procedures for staff and children</p> <p>Wellbeing Policy</p>	<p>Staff should notify school as normal if they are due to attend but are ill/anxious. Full support should be given by the line manager/Principal in line with the Absence Policy and strategies implemented to facilitate a return to work.</p> <p>Families should notify school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. School will continue to inform social workers where children with a social worker do not attend. School will be clear that attendance is compulsory for all pupils (unless a clinician has stated they can't). Where pupils don't attend the normal absence procedure should be followed.</p> <p>School will resume taking the attendance register as normal and comply with any government or LA requests to report attendance.</p> <p>Regular staff/pupil discussions to take place to check on their mental health and wellbeing. Support to be offered if required.</p>
<p>Insufficient supervision due to a member of staff falling ill on site/absent</p>	<p>Children not adequately supervised</p>	<p>EYFS ratios to be applied as usual</p>	<p>MAC SEL/ Business Director to be informed of any staffing level concerns so alternative arrangements can be sought safely.</p> <p>Supply staff may be used following discussion with the SEL.</p>
<p>Safeguarding measures may slip due to the unique nature of the situation</p>	<p>Children are not safe</p>	<p>Full Safeguarding Procedures to be followed by school including site security, registers to be taken at the start of the day and after lunch with the usual absence procedures followed.</p>	<p>DSL/DDSL to ensure all staff are reminded of Safeguarding Procedures including the reporting of concerns on CPOMS.MYCONCERN</p> <p>All schools to introduce KCSIE September 2020 on training day (1st September)</p> <p>Additional time to be given to DSLs if required to support the staff and children regarding new welfare concerns and the handling of referrals.</p>

<p>Local lockdown closes the school partly or in full.</p>	<p>Children miss out on more educational opportunities</p>	<p>Live learning and effective remote teaching has been successfully implemented.</p>	<p>All staff and pupils in the following years will be shown how to use Microsoft teams to carry out remote learning: Government funding used to support set up across the collegiate Live teaching will follow the full timetable for Years 5 – 13. Years 3 and 4 will receive at least 2 hours of live teaching per day. Early years – Year 2 will be given carefully selected remote work to complete at home for example Purple Mash or other online resources Schools will use other government resources for example Oak academy or BBC Bitesize.</p>
<p>Lack of understanding of whether trips can run</p>	<p>Children miss out on opportunities</p>	<p>Full risk assessments written for each trip</p>	<p>Non-overnight domestic educational visits will resume following government guidance. Full risk assessments including relating to coronavirus risks will be written and assessed by the Principal prior to any trip being authorised. Wherever possible collegiate minibuses will be used to transport pupils using the clear collegiate guidance. If coach companies are used checks will take place to ensure they are following the correct cleaning procedures.</p>
<p>School transport increases the risk of the spread of the virus</p>	<p>Pupils unable to get to school</p>	<p>All pupils and families who use school transport to sign an agreement regarding the safe use of the bus</p>	<p>All pupils must follow the following protocols: if using a school minibus: Only children in the same bubble (group in Primary) may travel together. In the high school students should sit by people in their group wherever possible. Before boarding all children and adults should use hand sanitiser. The same should happen on leaving the minibus. When all the children have left the bus it must be thoroughly cleaned and sanitised before being used again. This</p>

			<p>means it would not be used for at least 30 minutes so this procedure can be carried out. Children must be orderly when getting on and off the bus and wherever possible social distancing should be used. Anyone aged 12 or over should wear face coverings when travelling in minibuses. The procedure outlined in this strategy must be followed when removing face coverings. This should always be done outside of the vehicle and while socially distanced for others. The collegiate will only use bus companies when absolutely necessary and must be satisfied that the same procedures for school minibuses is followed by the coach company. A stock of face masks will be kept on buses in-case a student forgets one. These will be disposed of after use using the double bagging method.</p> <p>For those using public transport, face coverings must be worn.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. This will be monitored by staff upon arrival.</p> <p>Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</p>
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