

Educational Setting	St John Fisher Catholic High School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Di Wentworth - 14 July 2020
Review Date	28 August 2020, 25 September 2020, 23 November 2020, 7 January 2021, 23 February 2021, 2 March 2021

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention	Students and staff may be at risk of infection transfer	<ul style="list-style-type: none"> minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school clean hands thoroughly more often than usual ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach minimise contact between individuals and maintain social distancing wherever possible where necessary, wear appropriate personal protective equipment (PPE) 	<ul style="list-style-type: none"> Staff and pupils issued guidance to stay at home and self isolate, if they or a household member is symptomatic. Or if advised by T&T Ensure stocks of soap, towels, wipes, sanitiser etc are maintained in all areas. Ensure stocks of cloths/ sanitiser/wipes/tissues are available in classrooms and bins for disposal. Promote 'catch it, bin it, kill it' approach. Enhanced cleaning procedures introduced, 	PE/SLT RMS/Site RMS/Site All RMS/Site	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>particularly for touch surfaces</p> <ul style="list-style-type: none"> • Maintain stocks of cleaning products for enhanced cleaning. • Brief staff on the expectations in class settings, outdoors and in staff rooms, etc • Staff advised to leave open doors and windows, temperatures permitting, otherwise rooms to be vented at least at lesson change and breaks • Minimise contact between individuals, maintain social distancing wherever possible. • Use PPE as appropriate where SD cannot be maintained. • Testing of staff and students (3 Times) on their return to school • Phased return of year groups to facilitate testing • Issue of home test kits to staff and students 	<p>RMS/Site</p> <p>PE/SLT</p> <p>All staff</p> <p>All staff</p> <p>SLT/Testing Staff</p>	<p>All actions to be completed ready for reopening</p>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Response to any infection	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community contain any outbreak by following local health protection team advice 	<ul style="list-style-type: none"> Brief staff on what is required of them Test-Trace-Guidance-for-Schools.docx 	PE/SLT		
Contingency planning for a further outbreak	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<ul style="list-style-type: none"> Contingency plan in place for localised closure Localised closure plan will follow the same plans and procedures as for full lockdown. 	PE/SLT		
Social Distancing in school	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 	<ul style="list-style-type: none"> Social distancing wherever possible Masks (Not visors) are to be worn in areas where social distancing is not possible, including in classrooms Pupils in year group bubbles One way system 	All staff	All actions to be completed ready for reopening	
Cleaning	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures are in place across the site, particularly 	<ul style="list-style-type: none"> If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean. 	DWH/Site		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<ul style="list-style-type: none"> ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Consider whether any outdoor play equipment should be used and if so ensure pupils wash their hands afterwards. ● Cleaning and disinfection procedures.docx 	<p>RMS/Site</p> <p>PE Staff</p>		
Lunchtime Catering facilities	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> ● Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> ● Serving food ● Queing ● Different lunch periods 	<ul style="list-style-type: none"> ● Students to remain in year group bubbles ● Staggered lunch breaks ● One way queuing system ● The School Day.docx ● Designated areas for each year group ● Grab and go arrangements to reduce queues 	<p>RE/SLT</p> <p>DWH</p>	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Fire Safety	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	<ul style="list-style-type: none"> PEEP's to be reviewed in the light of C19 restrictions. Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school. Review Fire Evacuation Arrangements so that the assembly point complies with social distancing requirements Carry out Fire Drill on 1st Day of attendance to familiarise staff and students with arrangements During partial closure periods all staff and students MUST sign in and out of the building to ensure that the fire evacuation register is accurate 	<p>JST/DWH</p> <p>RE/DWH</p> <p>RE/DWH</p> <p>RE/DWH</p> <p>All staff and students</p>		
Access/Egress of school building	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. 	<ul style="list-style-type: none"> Arriving at/leaving school will be staggered to reduce congestion. The School Day.docx Doors propped open, (Non fire doors only) Guidance issued to students Priority must be given to disabled users and those 	<p>WN/KA</p> <p>Site PE</p> <p>All staff</p>	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Increased cleaning of handles and touch plates. Allocated drop off and collection times 	<p>identified as having health related issues.</p> <ul style="list-style-type: none"> Provide relevant guidance to parents on drop off and pick up arrangements. 	PE/SLT		
First Aid	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<ul style="list-style-type: none"> First Aiders identified to attend cases of suspected C19. Ensure 2 First Aiders on site Staff have accessed PPE training course, PPE is available. Medical Room has been arranged to accommodate social distancing First Aid Policy has been reviewed to include COVID-19 Guidance Health and Safety Policy has new addendum to include COVID-19 Guidance 	<p>MAN</p> <p>MAN</p> <p>MAN/RMS</p> <p>MAN/Site</p> <p>DWH/MAN</p> <p>DWH/MAN</p>		
Waste	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily, Including medical waste bins, ensuring that appropriate PPE is worn at all times 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Ensure that medical waste (Yellow bags) are placed into the correct refuse bins for incineration 	<p>RMS/Site</p> <p>RMS/Site</p>	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Break/Lunch times	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. 	<ul style="list-style-type: none"> The school day will be arranged to stagger break and lunch times Staff will supervise students in corridors etc at the start and end of lessons as per current requirements Duty Rotas will remain in place for supervision at break and lunchtime as necessary 	WN SLT RE		
Staff/Pupils within the shielded group	Staff and students at risk of infection transfer.	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Staff or pupils identified as in the extremely clinically vulnerable or clinically vulnerable group will have a risk assessment undertaken to identify control measures required for safe working. CEV staff required to work from home during lockdown or when advised to do so by Government Individual risk assessment process (Schools).docx 	JST/DWH SBM/CEV Staff		
Contractors	Staff, students and contractors at risk of infection transfer.	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. 	<ul style="list-style-type: none"> Contractor Risk Assessments to be checked for compliance. Continue practice of working in areas where staff can work in isolation or 	RMS/Site RMS/Site	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<p>whilst practicing 2m distancing.</p> <ul style="list-style-type: none"> Site staff to use appropriate PPE if working in close proximity for more than 15 mins. 	RMS/Site		
Property Compliance	Staff, students and visitors at risk of infection transfer.	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants. 	RMS/Site		
Hygiene	Staff, students and visitors at risk of infection transfer.	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. 	<ul style="list-style-type: none"> Stock levels to be monitored to ensure stock maintained Regular daily temperature checks undertaken for water temperature. Sanitiser stations in place to supplement hand washing facilities 	<p>RMS/Site</p> <p>RMS/Site</p> <p>RMS/Site</p>		
Accident reporting Covid-19 incidents	Staff, students and visitors at risk of infection transfer	<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	<ul style="list-style-type: none"> School Policy updated to reflect the reporting requirements Addendum to Health & Safety Policy.docx 	DWH/MAN	All actions to be completed ready for reopening	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> For further advice and guidance you should contact your competent Health & Safety Adviser. 				
Administrative Staff	Staff at risk of infection transfer	<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. 	<ul style="list-style-type: none"> Rota in place and socially distanced workspaces identified 	DWH/MAN		
Personal Protective Equipment	Staff, students and visitors at risk of infection transfer	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 	<ul style="list-style-type: none"> Issue PPE where it is not possible to practice social distancing Guidance to staff on social distancing Ensure staff are aware that re-usable PPE should be thoroughly cleaned after use and should not be shared. 	RMS/Site SLT DWH/RMS		
Behaviour	Staff and students at risk of infection transfer	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to cooperate with government plans for contact tracing. 	<ul style="list-style-type: none"> Students that are unable or refuse to conform to social distancing i.e. refusal to follow instructions will be excluded either internally or externally in accordance with exclusion guidance to protect staff and students from contamination. Guidance issued to staff and students regarding changes to operating in the new 	KA	All actions to be completed ready for reopening	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			environment. (Assemblies/Staff Meetings/ Briefing Notes)	SLT		
School Staffroom	Staff at risk of infection transfer	<ul style="list-style-type: none"> • Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	<ul style="list-style-type: none"> • Staff to be reminded about social distancing and hygiene requirements • Seating to be arranged to comply with social distancing 	PE/SLT Site		
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Removal of shared items eg. utensils 	<ul style="list-style-type: none"> • Monitor stocks of soap • Water temp monitored daily 	RMS/Site		
Equality Impact Assessment	Staff & Pupils Not being treated equally and risks being disproportionate	<ul style="list-style-type: none"> • A equality impact assessment has been completed and can be found on the intranet 	<ul style="list-style-type: none"> • Equality impact assessment completed • Reopening Equality Impact Assessment.doc 	DWH		
Lack of staff	Pupils Lack of teachers and other staff	<ul style="list-style-type: none"> • Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted 	<ul style="list-style-type: none"> • Use existing arrangements for cover and duty rotas • Ensure SoW can be delivered if staff absent, cover arrangements to be monitored by HoF 	Cover Manager/ RE HoF/WL		
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> • Ensure availability of staff is adequate • Ensure that social distancing measures can be maintained at all times 	<ul style="list-style-type: none"> • Cover arrangements in place • grouping children together in year group bubbles 	Cover Mgr SLT All staff	All actions to be completed	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment other than a pencil case, into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home. 	<ul style="list-style-type: none"> avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible. Activities reviewed Behaviour Policy Reviewed Behaviour Policy - Covid 19 Appendix September 2020.docx Guidance issued to pupils Ensure equipment available and sanitised as necessary Exam classes can take their books home to revise. Work to be marked by the teacher should be completed on paper so that they do not touch books which have been at home and brought back in. 	<p>Site</p> <p>All staff and pupils</p> <p>SLT/HoF</p> <p>KA</p> <p>KA</p> <p>All staff</p>	<p>ready for reopening</p>	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Dedicated school transport, including statutory provision</p> <p>Use of School minibuses</p>	Staff and pupils at risk of infection transfer	<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	<ul style="list-style-type: none"> • Seating plans to be used, keeping students in year group bubbles where possible, seating pupils as far from the driver as possible. • Pupils to use the same seat each time they travel. • Pupils to queue according to SD and be directed to their seat by the driver. • Sanitiser to be used on boarding • Buses to be cleaned after each use • Driver and passengers to wear masks at all times when travelling on the buses • Gloves and masks to be available in buses 	<p>Drivers</p> <p>Drivers</p> <p>Drivers</p> <p>Drivers Site</p> <p>Drivers</p> <p>Site</p>	All actions to be completed ready for reopening	
Learning outside the classroom (day trips, etc.)	Staff and pupils at risk of infection transfer	<ul style="list-style-type: none"> • keeping children within their consistent group, and the COVID-secure measures in place at the destination • Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<ul style="list-style-type: none"> • For more information contact Stephen Brown (Outdoor Education Adviser) • Each activity to be individually assessed and approved by SLT before taking place 	SLT/Visit Leader	All actions to be completed ready for reopening	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Extra-curricular activities (coaches, tutors, after school)	Staff and pupils at risk of infection transfer	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 	<ul style="list-style-type: none"> Each activity to be individually assessed and approved by SLT before taking place 	SLT/Activity leader		
Physical activity	Staff and pupils at risk of infection transfer	<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Pupils should be kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports to be avoided. 	<ul style="list-style-type: none"> For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport) Each activity to be individually assessed and approved by SLT before taking place 	SLT/PE Staff		
Signage	Staff and pupils at risk of infection transfer	<ul style="list-style-type: none"> What signage is provide to inform staff and pupils regarding social distancing, hand cleaning etc. 	<ul style="list-style-type: none"> Information and guidance posters prominently displayed in all areas of school 	Site		
School partially closed	Staff and Students at risk of isolation or harm from other sources outside of school	<ul style="list-style-type: none"> Risk Assessment in place for activities in the building Contingency plan for remote learning in place Provision for children of key workers to attend school 	<ul style="list-style-type: none"> Monitor CiN and vulnerable students not in school Ensure Cause for Concern procedures are followed Ensure access to FSM by the issue of supermarket vouchers 	Pastoral Team	For the duration of the partial closure	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> • Monitor pupil access to learning and progress • Pupils attending school are in separate year group rooms and stay there all day, using the same desk etc • Toilets used strictly according to year group allocation • Rota in place for teaching staff to stay with the same year group • Pupils supervised outside of lesson time by allocated support staff • Behaviour issues to be followed up by duty SSO and/or SLT following normal sanction and behaviour systems, except seclusion which is not currently operating. • Ensure registers are up to date at all times so that we know where students are 	<p>SLT/Staff</p> <p>Staff</p> <p>SLT/Staff</p> <p>Support staff</p> <p>SSO/SLT</p> <p>Registrar</p>		

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			<ul style="list-style-type: none"> • Monitor staff wellbeing • Ensure arrangements in place for Track and Trace and positive test reporting. Following LA procedure. Test-Trace-Guidance-for-Schools.docx Checklist on Notification of a Positive Case.docx 	Line Mgmt SLT		

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people’s mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)