

COVID-19: Health and Safety Risk Assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

School name:	St Mary's College - Secondary	Assessment conducted by – name:	Sophie Teasdale		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people	Assessment conducted by – job title:	Chief Financial Officer		
Assessment date:	17/03/2021	Review interval:	Regularly	Date of next review:	15/03/2021

Note: Risk assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Safe working in education, childcare and children's social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>COVID-19: cleaning in non-healthcare settings</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L
Area for concern	Risk rating prior to action (H/M/L)	Control measures in place		Residual risk rating (H/M/L)
Spread of COVID-19 due to poor hygiene and infection control.	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <p>1. 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.</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and student briefings and in letters home to parents:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). Any student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. 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 disinfectant after they have left to reduce the risk of passing the infection on to other people. <p>In addition:</p>		L

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		<ul style="list-style-type: none"> • Staff are reminded that they have received frequent communications on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control briefing is arranged for new staff. • Infection control briefing is arranged for staff returning. <p>2. Face Coverings</p> <ul style="list-style-type: none"> • Current government guidance regarding the wearing of face masks is followed. • All adults and students wear a face covering in all internal spaces (excluding classrooms) where safe social distancing is not possible unless medically exempt. • Face coverings are worn by adults and students when travelling on school buses and public transport. • Guidance has been provided to students and families regarding the required standard of face covering to be worn. • Any adult or student arriving on site without the appropriate face covering will be offered a kite marked disposable 3 ply face covering. <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when students, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. All students sanitise hands at the beginning and end of every lesson. • Year group bubbles are assigned specific toilets and sinks. • Handwashing routines are demonstrated in all relevant locations. • Hand driers have been decommissioned and paper towels are provided. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • Posters remind students and staff about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Students using public transport are reminded of the need to wear face coverings/masks. 	

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		<ul style="list-style-type: none"> • A stock of 3 ply disposable face coverings is maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for students who do not have a face covering for use on school or public transport. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> • The school's Site Manager ensures delivery of the induction package to cleaning staff, so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. • COVID cleaning kits are available in all teaching spaces and communal areas. • All teacher desks are wiped down prior to handover. • The canteen and catering areas are subject to enhanced cleaning routines. <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> • Arrangements are in place to limit the number of contacts between students and staff by use of a zoning model which has established areas for year group bubbles. • Individuals are encouraged to maintain social distancing where possible. • Students are organised in year group bubbles. • Teaching staff operate in clearly marked teaching zones within classrooms to ensure safe distancing between teaching staff and students. • Movement around the school by students is minimised. Year group bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for students to be taught in specialist rooms – such as a science lab – then the space and equipment are thoroughly disinfected before a new bubble enters. • Equipment is not shared, and basic items are made available to any student who does not have their own equipment. Each pupil keeps this equipment for their own use. • Specialist learning spaces, such as science labs and design technology workshops are identified in cleaning staff rotas to be cleaned between occupancy by different bubbles, so as to reduce risk of contamination. • Students are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. • Resources including library books, that are needed for classes are boxed and distributed to home bases or specialist teaching rooms to avoid students using shared areas such as the school library. 	

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		<ul style="list-style-type: none"> • The need for staff to take students' work away from school is minimised. Students' self-assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school continues to maintain and monitor stocks of kite marked PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. • Evacuation chairs have PPE packs with them which are replenished upon use. <p>7. Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems are adjusted to full fresh air or, if not, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • natural ventilation – opening windows (in cooler weather windows are opened to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where necessary natural ventilation – external opening doors are also opened (as long as they are not fire doors and where safe to do so). • School has access to and observes Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. <p>8. Engage with the NHS Test and Trace process (respond to infection)</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of requirements. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • All staff and parents must engage with NHS Test and Trace immediately. • Local health protection advice will be followed in the event of a local outbreak. 	

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		<ul style="list-style-type: none"> • All relevant information is available on the College website. <p>9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <ul style="list-style-type: none"> • Contact details for the local Public Health England team and local authority health and safety team are readily to hand. • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required). • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. <p>10. Contain any outbreak by following local health protection team advice.</p> <ul style="list-style-type: none"> • The school responds immediately to advice provided by the local health protection team. • Good working relationships are established and maintained, enabling rapid communication with local authorities and local Public Health England. 	
<p>Students operate in year group 'bubbles' but there are risks of these bubbles mixing at certain times.</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • Each year group 'bubble' is allocated a home base comprising a suite of rooms where most of their learning will take place. • Students will stay within their home base area except for specialist teaching (i.e., where the use of specialist equipment is necessary) and using the catering facilities. • All specialist teaching facilities are cleaned and disinfected after use and before use by a new group. Schemes of work are reviewed to plan the use of specialist facilities so that different year group bubbles do not use them in quick succession. This reduces the need to clean too frequently. • Catering facilities are allocated to only 1 year group bubble every day and are cleaned and disinfected after use in preparation for the next day. • Students observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g., when moving to specialist rooms; at break times; on arrival or leaving). • Playground and external space is zoned to ensure the bubbles are effectively distanced. 	
<p>Maintaining effective social distancing to</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • Students are operating in year group 'bubbles.' 	

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prevent spread of COVID-19		<ul style="list-style-type: none"> • Expectations of social distancing are established and communicated to all staff and students before school reopens. For students these include expectations within and outside their bubble. For staff these include expectations on social distancing at all times, and when moving between bubbles. • Staff and students are regularly reminded about social distancing. • Clear social distancing signage is in place throughout the school. • Timetabling and designation of spaces has been undertaken carefully to ensure that bubbles do not overlap. • Where necessary, classrooms have been remodelled so that pupils are in rows facing the front. • Spare chairs and desks have been removed. • Classrooms are well ventilated. • Outdoor learning is incorporated into the curriculum where possible, outdoor PE equipment is not used without thorough cleaning between usage of students from different 'bubbles. • Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g., dining room, corridors, reception). • Whole staff meetings, congregational assemblies and other large face to face gatherings are cancelled. • Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time. • Arrangements are put in place in kitchens to remind staff of the need to work separately from each other. • Increased supervision levels for younger students support social distancing during lessons and at social times. • Access to toilets is planned and managed to avoid large groups/queues from forming. • Activities that involve shared resources/equipment are avoided. • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. • Appropriate signage, screens and floor markings are in place to protect reception staff and other office staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. • Student behaviour policy has been reviewed and updated in light of the new discrete year group bubble arrangements and social distancing with clear sanctions in place for anyone ignoring or deliberately flouting the rules. • Senior leadership closely monitor compliance with the bubble arrangements and social distancing and adjust procedures where necessary. 	
There is a member of staff or student with suspected		<ul style="list-style-type: none"> • Current government guidance is being applied. • The school engages fully with the NHS Test and Trace process. Staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19. • Appropriate guidance is followed according to the result of the test. If the test is positive this may mean sending other students in the bubble home to isolate together with staff members who may have been in 	

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COVID-19 symptoms in school.		<p>close contact as defined in the latest government guidance (families of staff/students without symptoms do not need to self-isolate unless the staff member/students develop symptoms).</p> <ul style="list-style-type: none"> • Staff, students and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in the household has symptoms in accordance with the latest government guidance. • Procedures are in place to ensure that staff, students or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance. • Any staff/students who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace. • A room and separate toilet have been designated to accommodate any suspected case whilst they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of any student displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE). • Staff and student absence related to COVID-19 is monitored and carefully tracked so that no students or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest government guidance. • Arrangements are in place to notify the Trust/Local Authority of any students or staff who test positive for COVID-19. • Students suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received. • The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. • The College is participating in a national pilot regarding Daily Control Testing as part of the control group. National guidelines are being followed until the 25th June, for any member of the school community that requires a PCR test. 	
Access to /egress from site		<ul style="list-style-type: none"> • Arrangements for staggered egress from site are in place. • School transport is organised to support year group bubbles. • Supervision supports the observation of social distancing rules when students get in and out of vehicles near the school entrance. • The number of entrances and exits to be used has been maximised. Separate managed entrances/exits are used for different groups. • Outside doors are used to access classrooms directly where these are available and can be safely accessed. 	

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		<ul style="list-style-type: none"> • No non-essential visitors are admitted to school. • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception. • Protocols are agreed with transport provider(s) to reflect social distancing so that students do not sit next to each other on buses /in contracted taxis unless they are in the same 'bubble'. • Deliveries are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate. 	
<p>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.</p>		<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • The need for PPE in some circumstances, such as providing intimate care, is subject to a thorough individual risk assessment. • Adequate supplies of PPE are secured for staff where risk assessment identifies wearing of PPE is required. • Guidance has been issued regarding the correct disposal of PPE. • Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. Visors and goggles will also be made available on request. 	
<p>Some staff and students (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19.</p>		<ul style="list-style-type: none"> • The latest government guidance is applied. • Staff and students with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school. • Individual risk assessments take place where appropriate. • All members of staff and students with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff and students with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and students are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • For vulnerable staff and students, concerns are discussed, procedures explained, and risk assessments offered. • A pregnancy risk assessment is in place for any pregnant staff. • If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester, then the full range of options will be considered including working from home earlier than 28 weeks. 	

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Mental health concerns for staff and students due to COVID-19		<ul style="list-style-type: none"> • Wellbeing/mental health issues are managed with the year group pastoral teams and external agencies where appropriate. • Age-appropriate websites/resources are provided for students. • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff working from home help to provide remote learning for any students who are not at school. • Staff are considered individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 	
Existing site maintenance regimes are up to date and/or all systems are operational.		<ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been in commission due to the key worker and vulnerable student provision. • Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. • Pest control is being utilised where necessary. • Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place. • A health and safety site inspection was undertaken in February 21. • The Good Estates Management toolkit checklist and guidance is in place. 	

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<p>Current policies and procedures have been adapted/updated to take account of COVID-19 impact.</p>		<ul style="list-style-type: none"> • Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. • Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> • students operating in year group bubbles. • social distancing rules during evacuation and at muster points • Staff and students have been briefed on any new evacuation procedures. • Incident controller has been trained/ briefed appropriately. 	
<p>Third party contractors on-site whilst school is in operation may pose a risk to social distancing and infection control.</p>		<ul style="list-style-type: none"> • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed. 	
<p>Staff shortages due to absence may compromise operational safety.</p>		<ul style="list-style-type: none"> • The health status and availability of every member of staff is regularly updated so that deployment can be planned. • SLT/senior staff members are briefed on each other's roles in order to avoid any single point of failure. • Sufficient cover/supply staff are available. • Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles. • Staff have been trained /briefed across disciplines to avoid any single points of failure. • There are sufficiently qualified first aiders to cover the numbers of staff and students on site. 	
<p>Risk of infection during PE due to lack of COVID secure arrangements</p>		<ul style="list-style-type: none"> • Where possible PE is undertaken outdoors. • Where lessons take place indoors, ventilation is maximised and where practical doors and windows opened whilst the lesson is taking place. • Sports equipment is thoroughly cleaned between each use. • Activities are selected that allow for social distancing and small consistent groupings. • Social distance is maintained in changing rooms and the use of showers is avoided. • Changing rooms are cleaned after use. 	

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		<ul style="list-style-type: none"> • Hand sanitiser is available in the changing rooms. 	
Music, dance, and drama in school – increased risk of infection due to the nature of the activity		<ul style="list-style-type: none"> • Social distancing and consistent groupings are maintained during dance, drama and music. • Teachers closely monitor and supervise the use of equipment. • Music equipment where it is shared is disinfected regularly after every use including accessories. • Instruments are cleaned by the pupils, following guidance from teachers. • Pick and drop off points are designated for returning equipment with appropriate quarantine/cleaning procedures in place. 	
Transmissions due to asymptomatic cases put students and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.		<ul style="list-style-type: none"> • Testing is provided in line with current government guidance. (<i>Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19</i>) • Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. • A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 	
Increased infection rates due to high levels of community transmission, and impact of new variants.		<ul style="list-style-type: none"> • Current government, PHE, DfE, Local Authority guidance is followed. • <u>Contingency Framework</u> implemented if/when additional restrictions are applied to Local Authority area. • DfE System of controls are implemented and regularly reviewed. • Local Authority notified of all positive cases in school. 	

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Arrangements kept up to date with current guidance.		<ul style="list-style-type: none"> COVID arrangements are regularly reviewed to ensure they are in line with current guidance, including any additional restrictions introduced as part of the Contingency Framework. 	
Clinically Extremely Vulnerable (CEV) and clinically vulnerable staff in high transmission areas are at increased risk due to the new variants.		<ul style="list-style-type: none"> CEV staff are advised to work from home in line with current government guidance. All staff that have been advised to shield are required to follow the guidance. School will consider the need for any additional arrangements for CEV staff during unlocking. Risk assessments are offered / revised for all clinically extremely vulnerable staff, and for all clinically vulnerable staff if required. 	
Clinically Extremely Vulnerable (CEV) students in high transmission areas are at increased risk due to the new variants.		<ul style="list-style-type: none"> Students in the CEV group are advised to continue to attend in line with government guidance unless they have been advised by their GP or clinician not to attend school. Risk assessments are offered / revised for all clinically extremely vulnerable students, and for all clinically vulnerable students. 	