

St Julie's Catholic High School: Risk Assessment for school opening, September 2020

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Updated: 31 August 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Hazard	People at risk	Controls in place	Additional controls (as required)	Covid Risk level
Premises closed for extended period	Staff students visitors contractors	<p>Hot waters systems are flushed in accordance with the Legionella Management Plan. The system is checked for leaks and the provision of hot water. Cold waters systems maintained to ensure quality drinking water is available.</p> <p>All statutory compliance checks are undertaken and records are maintained including the testing of fire door mechanisms, fire, smoke, panic and accessible toilet alarms.</p> <p>Contractor / supplier procedures are reviewed for the undertaking of routine maintenance checks. Contractors are instructed on the procedures in place before they commence any work.</p> <p>Contractors observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.</p>	Cleaners do deep clean in holiday periods. Premises Administrator and Caretaker undertake all necessary checks.	Low
COVID-19 prevention: minimising contact with people who are unwell	Staff students visitors contractors	<p>Staff, students and other adults must not come to school if they have symptoms of COVID-19 (https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus) or have tested positive in last 10 days. Anyone who develops symptoms will be sent home and they must follow the 'stay at home' guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and self isolate for at least 10 days and arrange to have a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). Symptoms of COVID-19 include a new and persistent cough or a high temperature, or a loss or change in normal sense of taste or smell (anosmia).</p> <p>In school the designated first responder to suspected cases of COVID-19 is Mrs</p>	Gun thermometers and in-ear thermometers in place to check temperature of persons suspected of being unwell	Low

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		<p>Margaret Woof, Premises Administrator. If COVID-19 is suspected contact must be made via phone (6008) and the person will be taken to the medical room, so they can be isolated behind a closed door and the room ventilated by opening the window. If an unwell person requires the toilet they must only use the toilet adjacent to the medical room. Anyone entering the medical room to care for an unwell person must wear PPE. A separate procedure is displayed in the medical room and on the door. Anyone who assisted the unwell person must wash their hands thoroughly for a minimum of 20 seconds and avoid touching their face, but will not be required to go home to self isolate unless they develop symptoms. The areas where the unwell person has been will be cleaned forensically under the direction of Mrs Woof, following the relevant guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>In addition, schools will be providing support for asymptomatic self-testing of staff and students for COVID-19 through an LA approved company. All students will be contacted to seek consent for 3 rounds of self-testing between 8 March and 26 March, to reduce contact with others who are infectious with COVID-19 but are not showing any symptoms.</p>		
COVID-19: use of face coverings	Staff students visitors contractors	<p>It is reasonable to ask and expect all staff, even those with medical exemption, to at least wear a face shield to demonstrate to other adults and students their commitment to keep themselves and others safe from contracting this virus. It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p>	<p>Face mask disposal bins are located by the dining area and marked accordingly. Staff work stations are 2m apart or have a screen.</p> <p>Face masks available on demand to students and staff</p>	Low

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COVID-19 prevention: cleaning hands more often than usual	Staff students visitors contractors	Staff, students and other adults must wash their hands regularly through the day and/or use hand sanitiser, and particularly when arriving in school, after breaks, when changing rooms and before and after eating. The latter is crucial as it is an easy way to pass the virus to your face. All toilets have sufficient soap and sanitising gel. There are automated sanitiser dispensers outside toilets, the dining room, in Performing Arts and other strategically placed areas, so sanitiser can be accessed at key times in the day.	Students directed to sanitise hands on arrival and all key points in the day. Hand sanitiser in all classrooms.	Low
COVID-19 prevention: good respiratory hygiene	Staff students visitors contractors	Staff, students and other adults must adopt the 'catch it, bin it, kill it' approach and there are posters in all classrooms, offices and in key places around school. Tissues are supplied in classrooms and when used must be wrapped in another tissue and placed in the nearest bin. Face coverings are required at all times on public transport. Students must bring a face mask to school and apply when directed to do so, such as moving around school on corridors and stairs. This will be reviewed on a day to day basis. Staff are advised to have windows open in classrooms and offices, where possible.	Staff with medical conditions may request a visor in place of a mask.	Low
COVID-19 prevention: enhanced cleaning	Staff students visitors contractors	Additional cleaners and cleaning is in place, as has been the case pre-lockdown and during outbreaks of Norovirus. Additional cleaners through the day clean often touched surfaces. Everyone must refrain from touching any surfaces unnecessarily. Doors will be wedged open on corridors. Teachers are advised to leave classroom doors open.	Staff will have own USB keyboard to take to classrooms to minimise touching surfaces, if moving to other rooms.	Low
COVID-19 prevention: social distancing	Staff students visitors contractors	Staff must maintain 2m distance between each other and students. Classrooms have been set up with a 2m 'safe zone' marked out in each classroom where staff can teach and be 2m away from students. A 'safe line' is also marked out behind which all students, desks and chairs must remain whilst staff are in the classroom. Students must be seated facing the front of the class and not each other. Students come in through different routes to designated assembly points each day. Students are in year group bubbles in year 7-11 and 6 Form, and have their own zones to minimise movement around the building. Staff will travel to the different zones to teach classes. The 6 Form will have all of the LRC areas and common room. Main School LRC will move to B001 when operational. There are designated playground areas per year group, as well as additional lunch sitting (3 in total) when all students in school so there are only 2 year groups on lunch at any one time, which will take turns in the dining room, younger year group first.	Safe zones and arrangement of classroom furniture to be reviewed by Premises staff each day. Any failure of line markings or moving of desks must be reported to the premises manager. Checks done.	Low

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		<p>Staff should adopt the use of VOIP telephones instead of visiting staff in other offices. The Main Office must not be entered by anyone other than office staff, members of Leadership Team and Information Services staff.</p> <p>Sharing of toilets is considered low risk as there are hand washing facilities available in the toilet. Students directed to use toilets when in the dining room at lunch. Many items of furniture have been removed from classrooms to free up space. Staff have been given their own designated work space in offices where they can access a computer. Use of the staff room must be kept to a short duration to allow all staff to access it across the 3 lunch times.</p>		
COVID-19 prevention: use of PPE where necessary	Staff students visitors contractors	Apart from face coverings/masks/visors the majority of staff in school will not require PPE beyond what they would normally need for their work eg gloves in Science when handling certain chemicals. PPE must be worn when managing a person suspected of being unwell. School will provide face masks and gloves upon request to any member of staff who feels they would need them. This may be as a result of their age, ethnicity, health or general anxiety in returning to full school opening.	Staff must carry a face mask and apply at designated times, in line with guidance and school requirements.	Low
COVID-19 response to infection: engage with NHS track and trace	Staff students visitors contractors	All school staff and parent/carers will need to book a PCR test if they or their child display symptoms, provide details of anyone they or their child has come into close contact with if they test positive for COVID-19 and self isolate if they have been in close contact with someone who test positive or someone in their household tests positive for COVID-19. Test can be booked online (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) or by telephone via NHS 119.		Low
COVID-19 response to infection: managed confirmed cases	Staff students visitors contractors	If school becomes aware of a staff member or student testing positive for COVID-19 we will inform the Single Point of Contact (SPOC) in the council to report the details of the case. Students will be identified using the electronic seating plans for each class. These must be updated regularly by staff to accommodate changes in seating, classes or rooms as they are the most effective way of identifying close contacts.		Low
COVID-19 response to infection: contain any outbreak	Staff students visitors contractors	School will contact the Liverpool Health Protection Team. Further actions will be determined by the Health Protection Team in consultation with the local Director of Public Health.		Low

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School environment	Staff students	Corridors and classrooms are spacious, allowing safe movement of students and staff around the building. All must wear masks as they move around the building, and in classrooms when required to do so.		Low
School day	Staff students	<p>The school day will start with registration at 8.40am. Students enter through Woolton Street and Speke Road entrances and walk to designated assembly points -</p> <p>Yr7 Sports Hall through Community Entrance via tennis courts , Yr8 Gym through Community Entrance via tennis courts, Yr9 Theatre through B/C Link via Yr7 Yard Yr10 Dining Room via Student Entrance</p> <p>Form Tutors will take students from the assembly points to their zone via dedicated routes for registration.</p>	Designated routes and times will be in place for break time to facilitate safer travel from zone to break area without mixing with other year group bubbles. Duty positions amended accordingly.	Low
Teaching environment	Staff students	'Safe line' and 'safe zone' must be maintained and any defects reported to Premises Administrator, Mrs Woof. Windows should be open as often as possible, even in cold weather, to circulate fresh air and reduce risk of virus inhalation, up to 30cm maximum. Windows should only be operated by staff and students should not be allowed to stand by windows.	All unnecessary items are removed from classrooms including soft furnishings which may be hard to clean. Teachers to use own board pens and board markers. Staff must not use fingers to operate electronic screens.	Low