

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

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<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>	<p>Cleaners returned to work in week beginning 25/08/20. Premises Administrator and Caretaker have undertaken all necessary checks.</p>	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>	<p>Gun thermometers and in-ear thermometers in place to check temperature of persons suspected of being unwell</p>	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>		
COVID-19: use of face coverings	Staff students visitors contractors	<p>Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided. 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. No-one should be excluded from education on the grounds that they are not wearing a face covering. 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. Pupils must be instructed not to</p>	<p>Face mask disposal bins are located by the dining area and marked accordingly. Staff to require students to put on mask before leave classroom. Staff work stations are 2m apart or have a screen.</p>	Low

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		touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling 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. Further guidance on face coverings: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care and also https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education .		
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.	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.	Safe zones and arrangement of classroom furniture to be reviewed by Premises staff each day.	Low

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		<p>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) 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.</p> <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>Students have designated toilets close to their zone to keep the year group bubble, however sharing of toilets is considered low risk as there are hand washing facilities available in the toilet. Despite this, students will be required to use only their designated toilets through the day except 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>	<p>Any deterioration of link markings or moving of desks must be reported to the premises manager immediately.</p>	
<p>COVID-19 prevention: use of PPE where necessary</p>	<p>Staff students visitors contractors</p>	<p>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.</p>	<p>Staff must carry a face mask and apply at designated times, in line with guidance and school requirements.</p>	<p>Low</p>
<p>COVID-19 response to infection: engage with NHS track and trace</p>	<p>Staff students visitors contractors</p>	<p>All school staff and parent/carers will need to book a 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. Workers in educational settings have priority access to testing.</p>		<p>Low</p>

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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 contact Liverpool Health Protection Team, who will do a rapid risk assessment to confirm who has been in contact with the affected person. It will be the Health Protection Team who will provide definitive advice on who must be sent home.		Low
COVID-19 response to infection: contain any outbreak	Staff students visitors contractors	If school has 2 or more cases of COVID-19 confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they 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
School environment	Staff students	Year group bubbles supported by year group zones. Year 7 Block B Floor 3, Year 8 Block A Floor 2, Year 9 Block B Floor 2, Year 10 Block B Floor 1, Year 11 Block A Floor 1. Sixth Form will have the dedicated Sixth Form Centre in which to work as well as designated classrooms across the school. Each Year group 7 to 11 will spend 1 day in Science - Monday Year11, Tuesday Year9, Wednesday Year10, Thursday Year7, Friday Year8. When a Year group is in Science, Year 8 will go to that Year group's zone for the day. Thorough cleaning will take place at the end of each day of all the Year group zones, as well as dining room toilets after break and each lunch sitting.		Low
School day	Staff students	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 - Yr7 Sports Hall through Community Entrance via tennis courts , Yr8 Gym through Community Entrance via tennis courts, Yr9 Dance Studio through B/C Link via Yr7 Yard Yr10 Drama Theatre via Student Entrance Yr11 Dining Hall through Visitor Entrance Form Tutors will take students from the assembly points to their zone via dedicated routes for registration. At lesson times students will remain in their zones, unless they need to go to specialist classroom facilities in ICT, DT and Performing Arts. Students can change their classroom within their zone to get into appropriate groups and sets for the various subjects.	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

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Teaching environment	Staff students	All books, stationery and materials should remain in the classrooms with students to minimise sharing and cross contamination. '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.	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