



Risk Assessment

A	Date: 6 January 2022	School: St Julie's Catholic High School	Team:	Location:
	Review Date: fortnightly	Ref:	Assessor: Mrs Woof, Premises Administrator	Head Teacher: Mr T Alderman

B	Assessment of Risk for: Protection from transmission of COVID-19 – Schools
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Pupils and staff who are symptomatic will be requested to isolate as per national guidance.</p> <p>Mrs Ruddock, Business Manager, will review the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> • New and expectant mothers • Extended duty of care • Stress <p>Mr Alderman, Headteacher, to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus- 	

[covid-19](#)

- Gov.uk Public Health England
<https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools COVID-19
- Government publication COVID-19: cleaning in non-healthcare settings
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (COVID-19)
- Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Due to the changing advice on COVID-19, managers should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.

Staff Strongly advised to undertake **twice weekly home tests** whenever they are due on site. **Sunday and Wednesday is the preferred model of LFT testing**

Pupils advised to undertake twice weekly home tests also.

A small asymptomatic testing site (ATS) will be managed on-site until further notice so it can offer testing to pupils who are unable to test themselves at home.

There is an adequate supply of disposable PPE, as per specific task requirements, and relevant staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

PPE provided for relevant staff, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask

			<ul style="list-style-type: none"> • <i>detail any other specific disposable PPE in use</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded that hands should be regularly washed as per Government guidance. Staff to dispense hand gel to students when entering classrooms</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> • HSE RIDDOR reporting of COVID-19 	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, as required.</p> <p>School access control system reviewed and appropriate steps taken - hand sanitizer located at entrance for staff/visitors to cleanse hands after use.</p> <p>Automatic sanitiser dispensers provided around school plus bottles of sanitiser for easy access for all.</p> <p>Face masks must be worn by staff and pupils in corridors, classrooms, staffroom and poorly ventilated areas or areas where close contact with others is unavoidable. Staff can remove masks to teach students</p>	

			<p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staircases have markings laid out to indicate 'Keep Left'.</p> <p>Staff must verbally reinforce controls in corridors, stairs and classrooms when required, with particular emphasis on mask wearing. Staff and school leaders to be responsible for monitoring and enforcing good ventilation</p> <p>Cleaning staff deployed through the day to sanitize regular touch points, such as stair handrails, door handles/push plates in communal areas.</p> <p>Water fountains should only be used with refillable bottles (do not drink from fountain).</p> <p>There are designated assembly points for each year group to prevent unnecessary mixing in the mornings.</p>	
3	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to reduce the use of internal mail and reduce staff attending the main office in person eg finance orders .</p> <p>All returned visitor/supply teacher passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p> <p>Windows will be opened to encourage as much natural ventilation as possible in offices and classrooms. Doors to be wedged open to encourage good ventilation, for as long as possible.</p> <p>Cleaning staff to clean and sanitise classroom workstations each day. Additional sanitising solutions are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	

4	COVID-19: Meetings	Staff	Attendance at meetings is limited to those essential attendees only. Critical information	
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		<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings, or doors if appropriate</p> <p>No whole school staff meetings in person. When guidance says safe to do so, meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> • Attendees encouraged to take LFT test twice per week. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged. <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings, unless safer to congregate in a larger space outside.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows/door fully.</p> <p>Parent meetings:</p> <ul style="list-style-type: none"> • Parent meetings to be held in as large a space as possible to allow for adequate distancing between attendees. • If adequate spacing between attendees cannot be achieved, the wearing of face coverings is required. • School encourages the use of outdoor space for parent groups where appropriate. • Indoor parent groups numbers are restricted appropriate to room size and type 	
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			<p>of available ventilation.</p> <ul style="list-style-type: none"> • 	
5	COVID-19: Classrooms	<p>Staff</p> <p>Pupils</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows and door fully.</p> <p>Safe zones are designated using tape on the floor in each classroom, so staff and students can keep 2m apart as far as possible.</p>	
6	COVID-19: Dining areas	<p>Staff</p> <p>Pupils</p>	<p>Dining room tables and chairs will be wiped down between lunch time sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	
7	COVID-19; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom PC keyboard and mouse wiped down at the end of the school day.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the end of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door</p>	

			<p>handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned along with other areas the person may have been.</p>	
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are required to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p> <p>Classrooms which are not mechanically ventilated (air conditioning) have CO2 detectors hard wired, which will sound if levels rise beyond safe levels. These detectors were serviced in August 2021. Other rooms which are mechanically ventilated should use the mechanical ventilation system fans to keep air flow moving and bring in fresh air. Any other office not mechanically ventilated should have windows open to reduce CO2 levels.</p>	
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p>	

			<p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a positive LFT test result should self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. A PCR test will be required to check the LFT test result, unless guidance states that a confirmatory PCR is not required .</p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school, as long as they are not symptomatic.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/ Copies of these completed forms are stored on the O Drive. These online MDS forms are reviewed by SPOC so that school does not need to email or phone SPOC each time there is a case.</p> <p>School should contact local authority SPOC team if they have concerns about rising cases. They will liaise local health protection team where necessary and advise if any</p>	
10	COVID-19; Outbreaks	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to an raised COVID cases locally.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p> <p>School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response</p>	

Risk Level: High: Accident likely with possibility of serious injury or loss
Medium: Possibility of accident occurring causing minor injury or loss
Low: Accident unlikely with control measures in place

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Further reduce chance that students will pick up virus manually through touch points	<ul style="list-style-type: none"> • Staff to dispense hand gel to students on arrival into classrooms • Staff to use hand gel through the day 	All staff	Lesson by lesson each day	
2	Further reduce student mixing within year groups	<ul style="list-style-type: none"> • Assemblies to be held virtually • All staff to manage year group movement such as to/from lessons, break/lunch, so groups only dismissed when corridors/stairs are clear/safe to do so. 	All staff	Daily	
3	Further reduce airborne transmission	<ul style="list-style-type: none"> • Masks to be worn in staffroom, classrooms and corridors • Singing to take place only in Chapel, 2m apart • Offices limited by staff 2 m apart 	All staff PA staff and students All staff	Daily	
4	Further reduce risk from essential visitors	<ul style="list-style-type: none"> • Organiser to require email to confirm negative LFT within 24 hours of visit. No test, no visit. 	Any staff who invite a visitor into school	Daily	
5	Further improve impact of all COVID measures	<ul style="list-style-type: none"> • All Middle and Senior Leaders to have regular oversight of COVID measures, especially ventilation, gel dispensing, social distancing, staff and student mask wearing, bi-weekly LFT testing 			

F	Once additional controls are implemented, what will the	
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overall risk level be:

High

Medium

Low

Risk assessment signed off by:

Signature: *T Alderman*

Date: 6 January 2022

